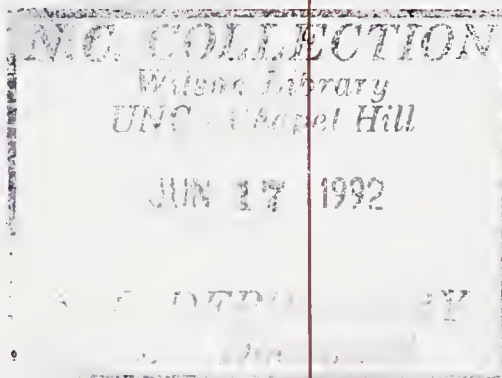


COASTAL CAROLINA COMMUNITY COLLEGE



1990/1991 CATALOG

PURPOSE OF COASTAL CAROLINA COMMUNITY COLLEGE

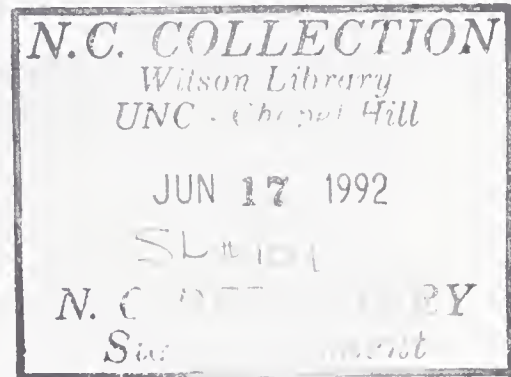
The purpose of Coastal Carolina Community College is to provide quality academic, cultural, occupational, and training opportunities to those of eligible age whose needs can be met by the College.

The major Objectives of Coastal Carolina Community College are:

1. To provide educational opportunities within the service area without regard to race, sex, creed, physical handicap, or previous educational attainment.
2. To provide courses in the arts and sciences that will lead to an associate degree, fulfill related course requirements in certain occupational curricula, or provide general educational enrichment.
3. To provide occupational training in the applied sciences and the trades that will lead to an associate degree, diploma, or a certificate.
4. To provide a student-centered, pre-credit program of developmental instruction to prepare students for admission to college transfer or occupational curricula.
5. To provide diversified educational opportunities in Adult Basic Education, Adult High School, General Educational Development, academic and occupational extension, avocational and practical skills.
6. To provide student services that ensure convenient facilities, along with personnel services and administrative procedures that afford the greatest assurance of student success.
7. To respond to changing needs by maintaining a continuous dialogue between members of the college community and the service area.

CATALOG
ANNOUNCEMENT OF COURSES
AND PROGRAMS

FOR
1990-91



COASTAL CAROLINA
COMMUNITY COLLEGE

444 WESTERN BOULEVARD
JACKSONVILLE, NORTH CAROLINA 28540
TELEPHONE: 455-1221

AN EQUAL OPPORTUNITY INSTITUTION

TABLE OF CONTENTS

	Page
ACCREDITATION	9
AIDS POLICY	11
ADMISSIONS INFORMATION	13
TUITION	24
FEES	24
TUITION REFUND POLICY	25
ACADEMIC REGULATIONS	25
REGISTRATION	25
WITHDRAWALS, ADDING, OR DROPPING COURSES	27
COLLEGE LEVEL EXAMINATION PROGRAM	28
INDEPENDENT STUDY	29
TWO-YEAR RULE	31
ATTENDANCE	31
POLICIES RELATING TO DISRUPTIVE CONDUCT	37
POLICY FOR CHILDREN ON CAMPUS	39
STUDENT PERSONNEL SERVICES	42
FACULTY ADVISING	42
ORIENTATION	42
STUDENT FINANCIAL ASSISTANCE	43
VETERANS ADMINISTRATION BENEFITS	48
STUDENT ORGANIZATIONS AND ACTIVITIES	49
COASTAL CAROLINA COMMUNITY	
COLLEGE FOUNDATION, INC.	53
PROGRAMS OF STUDY	55
CURRICULUM OUTLINES AND GRADUATION REQUIREMENTS	57
Pre-Art (AFA)	60
Pre-Drama (AFA)	60
Pre-Music (AFA)	60
GENERAL CURRICULUM (A.A.)	63
PRE-AGRICULTURE CURRICULUM (A.S.)	61
PRE-BUSINESS ADMINISTRATION CURRICULUM (A.A.)	61
PRE-BUSINESS EDUCATION CURRICULUM (A.A.)	61
PRE-DENTAL CURRICULUM (A.S.)	62
PRE-ELEMENTARY EDUCATION CURRICULUM (A.A.)	62
PRE-SECONDARY EDUCATION CURRICULUM (A.A.)	65
PRE-ENGINEERING CURRICULUM (A.S.)	62
PRE-FORESTRY CURRICULUM (A.S.)	62
PRE-LIBERAL ARTS CURRICULUM (A.A.)	63
PRE-MATHEMATICS CURRICULUM (A.S.)	64
PRE-NURSING CURRICULUM (A.A.)	64
PRE-PHARMACY CURRICULUM (A.S.)	64
PRE-INTERNATIONAL STUDIES CURRICULUM (A.A.)	63
PRE-JOURNALISM CURRICULUM (A.A.)	63
PRE-LAW CURRICULUM (A.A.)	63
PRE-RECREATION CURRICULUM (A.A.)	64
PRE-SCIENCE CURRICULUM (A.S.)	65
PRE-SOCIAL WORK CURRICULUM (A.A.)	65
PRE-TEXTILES CURRICULUM (A.S.)	65
PRE-VETERINARY MEDICINE CURRICULUM (A.S.)	65
OCCUPATIONAL DIVISION TECHNICAL PROGRAMS	67
ACCOUNTING	67
ADMINISTRATIVE OFFICE TECHNOLOGY	69
ARCHITECTURAL TECHNOLOGY	71

ASSOCIATE DEGREE NURSING	74
AUTOMOTIVE TECHNOLOGY	78
BASIC LAW ENFORCEMENT TRAINING	81
BUSINESS ADMINISTRATION	82
BUSINESS COMPUTER PROGRAMMING	86
CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY	89
DENTAL HYGIENE	93
ELECTRONICS ENGINEERING TECHNOLOGY	95
FIRE PROTECTION TECHNOLOGY	99
GENERAL OFFICE TECHNOLOGY	102
MARKETING AND RETAILING	104
MEDICAL LABORATORY TECHNOLOGY	108
MEDICAL OFFICE TECHNOLOGY	111
PARALEGAL TECHNOLOGY	113
SECRETARIAL – LEGAL	118
SURVEYING TECHNOLOGY	120
OCCUPATIONAL DIVISION – VOCATIONAL PROGRAMS	122
AIR CONDITIONING, HEATING AND REFRIGERATION	123
AUTO BODY REPAIR	126
COSMETOLOGY	128
DENTAL ASSISTING	130
DIESEL VEHICLE MAINTENANCE	132
ELECTRICAL INSTALLATION AND MAINTENANCE	135
ELECTRONIC SERVICING	137
INDUSTRIAL MECHANICS	140
MACHINIST	142
NURSING ASSISTANT	145
PRACTICAL NURSE EDUCATION	146
SURGICAL TECHNOLOGY	149
WELDING	152
EVENING DIVISION	155
CONTINUING EDUCATION	157
DESCRIPTION OF COURSES	161
AIR CONDITIONING	163
ARCHITECTURAL TECHNOLOGY	167
ART	170
AUTOMOTIVE TECHNOLOGY	172
AUTO BODY REPAIR	174
BUSINESS COMPUTER PROGRAMMING	176
BIOLOGY	179
BUSINESS	181
CHEMISTRY	190
SURVEYING TECHNOLOGY	192
CRIMINAL JUSTICE	195
COSMETOLOGY	199
DENTAL EDUCATION	202
DRAFTING	207
DRAMA	209
DIESEL VEHICLE MAINTENANCE	210
ECONOMICS	212
EDUCATION	213
ELECTRICAL	214
ELECTRONICS	216
ENGLISH	219
FIRE PROTECTION TECHNOLOGY	223
FRENCH	225

GEOGRAPHY	226
HEALTH	227
HISTORY	228
INTER-DISCIPLINARY STUDIES	229
JOURNALISM	230
PARALEGAL TECHNOLOGY	231
MATHEMATICS	233
MACHINIST	238
MEDICAL LABORATORY TECHNOLOGY	241
MUSIC	243
NURSE EDUCATION	245
PHYSICAL EDUCATION	250
PHILOSOPHY	253
PHYSICS	254
POLITICAL SCIENCE	256
BASIC LAW ENFORCEMENT TRAINING	257
PSYCHOLOGY	258
READING	260
RECREATION	261
RELIGION	262
PHYSICAL SCIENCE	263
SOCIOLOGY	264
SPANISH	265
SPEECH	266
SURGICAL TECHNOLOGY	267
WELDING	269
BOARD OF TRUSTEES	271
ADMINISTRATIVE STAFF	271

**GENERAL
INFORMATION**

COASTAL CAROLINA COMMUNITY COLLEGE ACADEMIC CALENDAR

FALL QUARTER 1990-91

August 30	Orientation
September 3	Holiday
September 4, 5	Faculty Workshops
September 4	Registration
September 6	Classes Begin
September 7, 10, 11, 12	Late Registration
September 12	Last Day to Register or Add a Class
October 18	Last Day to Withdraw Without Grade of "F"
November 1	Incompletes From Previous Quarter Due
November 21	Fall Quarter Ends
November 22, 23	Holiday

WINTER QUARTER 1990-91

November 29	Registration
November 30	Classes Begin
December 3, 4, 5, 6	Late Registration
December 6	Last Day to Register or Add a Class
December 22-January 2	Holiday (Begins 5:00 pm December 21)
January 3	Classes Resume 8:00 am
January 21	Holiday
January 24	Last Day to Withdraw Without Grade of "F"
February 6	Incompletes From Previous Quarter Due
February 27	Winter Quarter Ends

SPRING QUARTER 1990-91

March 5	Registration
March 6	Classes Begin
March 8, 11, 12, 13	Late Registration
March 13	Last Day to Register or Add a Class
March 29-April 1	Holiday
April 19	Last Day to Withdraw Without Grade of "F"
May 3	Incompletes From Previous Quarter Due
May 23	Spring Quarter Ends
May 27	Holiday

SUMMER QUARTER 1991-92

FULL SESSION

May 28	Registration
May 29	Classes Begin
May 30, 31-June 3, 4	Late Registration
June 4	Last Day to Register or Add a Class
July 4	Holiday
July 8-12	Summer Break
July 18	Last Day to Withdraw Without Grade of "F"
August 1	Incompletes From Previous Quarter Due
August 21	Summer Quarter Ends
August 23	Graduation

FIRST SPLIT SESSION

May 28	Registration
May 29	Classes Begin
May 30, 31-June 3	Late Registration
June 3	Last Day to Register or Add a Class
June 18	Last Day to Withdraw Without Grade of "F"
July 4	Holiday
July 5	First Split Session Ends

SECOND SPLIT SESSION

July 8-12	Summer Break
July 15	Registration
July 16	Classes Begin
July 17, 18, 19	Late Registration
July 19	Last Day to Register or Add a Class
August 1	Incompletes From Previous Quarter Due
August 6	Last Day to Withdraw Without Grade of "F"
August 22	Second Split Session Ends
August 23	Graduation

THE COLLEGE

HISTORY

The State of North Carolina recognized the need to provide additional post-high school opportunities as early as 1957. The development of Industrial Education Centers was approved by the General Assembly and by 1962, twenty (20) institutions were approved.

In the Fall of 1963, the Onslow County Board of Education and the Superintendent of Schools, Mr. J. Paul Tyndall, asked the Onslow County Commissioners to purchase forty (40) acres of property on U.S. Highway 17 for the establishment of an Industrial Education Center. The newly established Industrial Education Center was a unit of the Lenoir County Technical Institute.

The untiring efforts of Representative Hugh A. Ragsdale, Representative William D. Mills, and Senator Carl Venters secured appropriation from the 1965 General Assembly to establish a separate institution for Onslow County. The North Carolina State Board of Education approved the Onslow County Industrial Education Center on July 1, 1965.

The continuous increase in enrollment of the Industrial Education Center gave evidence of the wide and varied needs of the area. Local support was necessary for the growing institute. The people of Onslow County, by referendum in the Fall of 1965, voted for a seven cents per hundred dollars evaluation on property for the center. The Board of Trustees, realizing that a technical institute could more adequately provide vocational and technical education opportunity for the area, requested that the State Board of Education grant technical institute status to the center. Onslow Industrial Education Center became Onslow Technical Institute on May 4, 1967.

A rapidly increasing enrollment and continued educational demands on Onslow Technical Institute encouraged the Board of Trustees to request a community college. Onslow Technical Institute was granted community college status July 1, 1970, and became Coastal Carolina Community College.

In 1972 with the dedication of the Ragsdale Building, the Board of Trustees started the relocation of the College to a new 75-acre campus on Western Boulevard. For several years thereafter, the College operated on a split-campus until relocation was completed in 1978. By 1982 a total of ten modern buildings had been constructed on the new campus with funds from the state and federal governments and from a second bond referendum passed by the citizens of Onslow County in 1974.

With authorization to offer college transfer courses as a community college, the College continued to experience rapid growth and development. Additional curriculums have been made available, and classes are also

offered at Camp Lejeune Marine Base. Between 1970 and 1986, fall term enrollments increased 342 percent. In 1986 the Board of Trustees approved plans for construction of a new classroom building and an addition to the Student Center.

ACCREDITATION

Committee on Allied Health Education and
 Accreditation of the American Medical Association
 Commission On Colleges, Southern Association of Colleges and Schools
 North Carolina Department of Community Colleges
 American Dental Association
 Approved-N.C. State Board of Education
 Approved-N.C. Board of Nursing
 Committee on Allied Health Education and Accreditation Surgical
 Technology

PHYSICAL FACILITIES

Coastal Carolina Community College is located on a ninety-eight (98) acre campus at 444 Western Boulevard. Modern classroom buildings, Occupational Building, Learning Resources Center, Student Center, Health Occupation Science Building, Administration Building, Fine Arts Building, Skills Center and Maintenance Building have been completed at this location.

LEARNING RESOURCES CENTER (LIBRARY)

The Learning Resources Center is designed to serve the needs of the students, faculty, and staff of the college. It is located in a building consisting of over 20,000 square feet with seating for 225 users. The Center also contains small conference rooms, individual study rooms and a TV studio.

The Learning Resources Center contains more than 35,000 volumes in general, technical, and vocational fields, and subscribes to over 250 periodicals. For research purposes, there are 8,000 reels of microfilm of back periodicals.

The Learning Resources Center is responsible for disc recordings, 16 mm films, video tapes, and a variety of other media materials and equipment.

The staff consists of seven full-time and two part-time staff members, plus additional student help.

The Learning Resources Center hours are from 7:45 a.m. to 10:00 p.m. Monday through Thursday and 7:40 a.m. to 5:00 p.m. on Fridays. During quarter breaks, hours will vary from above.

GENERAL STUDIES CENTER

The General Studies Center is a division of Continuing Education and an important adjunct to the total college instructional program. The Center is designed to provide study opportunities in practically any field in which an adult may be interested. A few of the many instructional programs offered in the General Studies Center are the following: English, reading, mathematics, psychology, science, business, social studies, and foreign languages.

Programs are designed to meet the needs of individuals at all levels, whether they are non-readers or college graduates. The Center is essentially an individualized study situation in which programmed materials, audiovisual aids, and other self-instructional materials are used. However, a qualified coordinator is always available to aid and/or tutor any student who may need assistance.

The Center is open Monday through Thursday, 8:00 a.m. — 9:00 p.m., and 8:00 a.m. — 5:00 p.m. on Friday. A student may come at any time during the hours listed and may study as long as he/she wishes.

There are no fees charged for study in the General Studies Center. The student only supplies a pen, pencil, and notebook.

For further information concerning the General Studies Center, call 455-1221, ext. 259, or visit the Center at Ragsdale 114.

COMPUTER SKILLS LABORATORY

The Computer Skills Laboratories, located in Skills Center, Room 104-B & C, Ragsdale — Room 114 and 123, and Classroom B — Room 113, are available for use by CCCC students, faculty, and staff. A laboratory coordinator is available to assist persons who want to make use of Apple IIe, IBM and Zenith microcomputers or the Prime computer. A schedule is posted on the classroom door each quarter showing when the laboratory is open and when the laboratory coordinator is available. The Computer Skills laboratories are available to the users at no cost.

THE STUDENT EMPORIUM

The college store provides required textbooks, materials, and supplies. The hours of operation are 8:15 a.m. until 5:00 p.m., except during registration and drop-add period. On those days, special evening hours are posted. A “Book-Buy-Back” is scheduled during the days of final exams for the purpose of buying used textbooks. A gift and card section including class rings and college imprinted items is located within the store.

CAFETERIA AND GAME ROOM

The cafeteria is located in the Student Center and operates from 7:00 a.m. to 9:00 p.m., Monday thru Thursday, and from 7:00 a.m. to 3:00 p.m. on Friday. The cafeteria offers a variety of food selections including sandwiches, salads, full-course meals, snacks, and beverages. Daily specials are featured for breakfast and lunch, and there is always a delicious "Soup of the Day." The cafeteria also boasts fresh homemade pies and cakes. Even though the cafeteria is self-supporting, all these items are economically priced for the college student. In order to maintain the high standards set by cafeteria staff, students and staff are asked to cooperate with their efforts by cleaning off their tables after they are finished eating.

The game room, located in the rear of the cafeteria, operates the same hours. The game room provides a variety of arcade amusements; however, no food or drink is allowed in the game room!

VISITORS

Visitors are always welcome at Coastal Carolina Community College. The Student Affairs Office will provide guide service for groups or individuals on weekdays between 8:30 a.m. and 5:00 p.m. The college is open until 10:00 p.m. Monday through Thursday and 8:00 a.m. until 5:00 p.m. Friday. Visitors are welcome during these hours. Questions about the college and its programs will be answered by personnel from the Student Affairs Office.

ASSEMBLY AREA FOR AUTHORIZED DEMONSTRATIONS

The picnic area directly to the northeast of the Vocational Skills Center on the main campus of Coastal Carolina Community College shall be designated as the only area to be used for peaceful assembly.

Electrical or battery powered sound devices (IE) Bullhorns, P.A. systems, and other sound amplification devices, are not permitted on the confines of Coastal Carolina Community College; unless being used in conjunction with authorized student recreational activities, ceremonial dedications, security use, or other official college functions.

AIDS POLICY

In an effort to ensure the health and safety of all students and employees of Coastal Carolina Community College, the following AIDS policy has been adopted.

1. The institution will conduct an ongoing education campaign which will include current information on AIDS to be distributed to all college constituencies. Basic information shall be conveyed in various ways, including printed materials, posters, seminars and workshops.

The institution shall also develop a capacity for responding to the needs of persons who may seek more detailed information and personal consultation about the disease through referrals to appropriate external community agencies.

2. Persons infected with the AIDS virus shall not be excluded from enrollment or employment, or restricted in their access to the institution's services or facilities unless the person poses a risk of transmission to others. A case-by-case assessment will be made based on expert medical and legal advice as to the restriction or exclusion of any infected student or employee.
3. The names of persons infected by AIDS is confidential and shall not be released publicly. An individual infected with the virus may inform the Dean of Student Services if special arrangements are needed.
4. The institution will observe the safety guidelines established by the U.S. Public Health Service for handling of blood and other body fluids and secretions, both in health-care programs and in other institutional context in which such fluids or secretions may be encountered.

INCLEMENT WEATHER POLICY

Should it become necessary to close the College because of inclement weather (storms, ice, snow, etc.) the President of the College or his representative will make an announcement on local radio and television at 7 a.m. and 5 p.m. A separate announcement will be made by the President or his representative about the operational status of the college. Announcements about the closing of the public schools and local and Federal offices do not apply to the college. Please stay tuned to any of the local stations for information relating to the college, and please do not tie up college telephone lines by calling to determine whether or not classes will be held.

STATEMENT OF CATALOG POLICY

Coastal Carolina Community College issues this Catalog for the purpose of furnishing students and other interested persons with information about the college and its programs. The provisions in this publication are not to be regarded as an irrevocable contract between the student and Coastal Carolina Community College. The college reserves the right to change any provisions or requirement at any time within the student's term of residence or to add or withdraw course offerings.

ADMISSIONS INFORMATION

ADMISSIONS POLICY

Coastal Carolina Community College maintains an “open door” policy for all applicants who are high school graduates or who have reached their eighteenth (18) birthday and whose high school class has graduated. The college serves all students regardless of race, creed, sex, national origin, age, or physical handicap. Selective placement of individual students in the different curricula within the college is determined by the admissions officer, within the guidelines established by the State Board of Community Colleges and the Department of Community Colleges for each curriculum and course offered. New applicants to programs with limited enrollment will be given priority over students who have already primarily completed a curriculum program at this college.

ADMISSIONS REQUIREMENTS

An applicant for admission to the health occupations curricula and all college transfer and technical curricula must be a high school graduate or have GED scores to qualify for a high school equivalency certificate issued by the North Carolina Department of Public Instruction or by the Department of Public Instruction of any one of the United States.

An applicant for any vocational program is normally required to be a high school graduate or equivalent (exceptions may be made in individual cases).

A student desiring to transfer to Coastal Carolina Community College must be able to meet the admission requirements in effect at the time of application. If the student is ineligible to return to the institution last attended, he or she may be admitted on probation to the college at the discretion of the Dean of Student Affairs.

Any adult is eligible to attend adult education classes offered by the college on campus or at any of the several locations in the college service area.

SPECIAL ADMISSIONS POLICY FOR PROGRAMS WITH LIMITED ENROLLMENT

This policy shall apply to health occupation programs such as: Associate Degree Nursing, Practical Nurse Education, Dental Hygiene, Dental Assisting, Surgical Technology, and Medical Laboratory Technology. This policy may be applied to other limited enrollment programs as determined by admissions staff, the Dean of Students, and the President.

All applications for these programs will be processed in the order that they are COMPLETED. A completed application is one which includes

the following:

- a completed admissions application form;
 - official transcripts from high school* and all previous colleges attended;
 - three completed personal reference forms;
 - acceptable score on required placement test.
- *(or GED scores)

Qualified applicants who are bona fide legal residents of North Carolina will be approved on a first priority basis.

Qualified applicants who are not bona fide legal residents of North Carolina will be approved on a second priority basis.

Applications completed after February 1 will be considered in the order they were completed without regard to residency. Bona fide legal residents of Onslow County are encouraged to apply, and complete their files, as early as possible to insure priority consideration.

Eligibility for in-state tuition by virtue of active-duty military or military-dependent status is NOT considered a factor in determining legal residence.

Coastal Carolina Community College uses the Comparative Guidance and Placement Test produced by the Educational Testing Service, Princeton, New Jersey.

The minimum combined standard score on the Reading and Sentences parts of the test are listed below:

Practical Nurse Education	97
Associate Degree Nursing	108
Surgical Technology	94
Dental Hygiene	108*
Dental Assistant	97
Medical Laboratory Technology	108

*Comparable SAT or ACT scores.

The minimum standard score on the elementary algebra part of the CGP test is listed below:

Medical Laboratory Technology	50*
-------------------------------------	-----

*Requirement may be waived upon successful completion of the Preparatory Algebra Series (MAT 98 and 99)

ADDITIONAL ADMISSIONS REQUIREMENTS

Surveying Technology

High School Algebra I & II, Geometry I

Dental Hygiene

High School Chemistry and preferably to have pursued the College Preparatory curriculum including Biology and two units of Mathematics

Three letters of reference

Evidence of good character

Satisfactory personal interviews with admissions officer and appropriate department heads

Business Computer Programming

High School Algebra I & II

All developmental courses must be completed with the exception of MAT 98 and 99 prior to admission to the Business Computer Programming Curriculum

Criminal Justice

Evidence of good character

Additional information similar to that requested by employing criminal justice agencies is requested from individuals seeking admission to the Criminal Justice Program. This data will be used in counseling the students toward realistic career expectations.

Failure to accurately disclose criminal history would be grounds for refusal to admit into or dismissal from the Criminal Justice Program.

Associate Degree Nursing

High School Chemistry or equivalent. High School Algebra I & II recommended

Evidence of good character

Three letters of reference

Satisfactory personal interviews with admissions officer and appropriate department heads

Medical Lab Technology

High School chemistry or equivalent. High school algebra or MAT 98 or 99 at CCCC. It is desired that students have pursued the College Preparatory Curriculum including biology

Evidence of good character

Three letters of reference

Satisfactory personal interviews with admissions officer and appropriate department heads

Complete physical exam, including chest x-ray and immunizations, showing good physical health. Dental examination showing good dental health.

Paralegal Technology

Satisfactory score of 70% or better on an entrance examination in English or above the 45th percentile in the reading and English sections of the CGP test or other placement tests

Satisfactory personal interviews with admissions officer

Provide the names of three personal references and three letters of reference

Evidence of good character to be submitted before the end of the second quarter of attendance in the program as a candidate for an associate degree

Additional information similar to that requested by employing legal services or criminal justice agencies may be requested from individuals applying or enrolled in the Paralegal Technology Program. This data is to be used to counsel the student toward realistic career aspirations. The failure to accurately disclose criminal history may be grounds for refusal to admit or dismissal from the Paralegal Technology Program.

LPN

Three letters of reference

Evidence of good character

Satisfactory personal interviews with admissions officer and appropriate department heads

Surgical Technology

Three letters of reference

Evidence of good character

Satisfactory personal interviews with admissions officer and appropriate department head

(Due to the recent published reports of anesthetic gases possibly having an adverse effect on the unborn child, no person who is pregnant will be accepted in the Surgical Technology Program. If a student should become pregnant, she will be required to withdraw.)

Dental Assisting

Three letters of reference

Evidence of good character

Typing — Proficiency of 20 words per minute or student will be required to enroll in and successfully complete a typing course. (BUS 151)

Academic strength in science and English is beneficial.

INDIVIDUAL REVIEW OF APPLICANTS WHO DO NOT MEET CGP REQUIREMENTS FOR CERTAIN HEALTH OCCUPATIONS PROGRAMS

Recognizing that some students are unable to achieve the CGP entrance score required for admission to certain health occupations programs, the appropriate faculty may review and make recommendations to the Admissions Office on an individual basis, applications which meet the following criteria.

1. Satisfactory completion of all other admission requirements.
2. Achievement of the required quality point average listed below after completion of at least one quarter as a full-time student at Coastal Carolina Community College taking related college transfer courses

as outlined in the Associate Degree Nursing or Dental Hygiene Curriculum.

- a) Required QPA for Associate Degree Nursing — 3.25
- b) Required QPA for Dental Hygiene — 2.5
- 3. Achievement of the required academic regulations in the Medical Laboratory Technology Program.
- 4. Achievement of the required academic regulations in the Surgical Technology Program.

ADMISSION PROCEDURE

Except for the continuing adult education programs, the admission procedure requires that the student:

- 1. submit an application
- 2. submit a transcript of all previous education beyond the elementary school or GED scores or equivalency certificate
- 3. report to the college for admissions counseling and appropriate testing (appointment schedules will be mailed as applications are processed)

Application for admission into limited enrollment programs for the Fall Quarter will be accepted beginning October 1 of the year preceding the admission date.

Students who for any reason are unable to start their desired program in September, **MUST RE-APPLY** for that program as soon as possible after October 1, if they wish to enroll for the following year.

SPECIAL ADMISSION POLICY FOR ADVANCED PLACEMENT OF LICENSED PRACTICAL NURSES ENTERING THE ASSOCIATE DEGREE NURSING PROGRAM

Licensed Practical Nurses desiring advanced placement in the Associate Degree Nursing Program must meet the following requirements in addition to the standard admission requirements of the Associate Degree Nursing Program.

- 1. Graduate of a Board of Nursing approved Practical Nursing Program documented by transcript.
- 2. Current licensure as a Licensed Practical/Vocational Nurse.
- 3. Satisfactory completion of all first year related courses except MAT 105. Minimum acceptable cumulative average of 2.0.
 BIO 171, 172
 PSY 251, 252, 253
 SPH 151
- 4. Acceptable score on National League for Nursing Mobility Profile I, Foundations of Nursing.

5. Provide a professional recommendation documenting at least one year of employment in nursing in an acute care setting within the last three years.
6. Satisfactory (77-C) completion of NUR 100 Nursing Transition.
7. Transfer credit for NUR 101, NUR 102, NUR 103, NUR 104 and MAT 105 will be awarded upon successful completion of Nursing Mobility Profile I and NUR 100 Nursing Transition.

SPECIAL ADMISSION REQUIREMENTS FOR SELECTED HIGH SCHOOL STUDENTS TO ENROLL CONCURRENTLY IN COASTAL CAROLINA COMMUNITY COLLEGE

1. Applicants must be at least sixteen (16) years of age to participate. High school students shall not displace adults.
2. Applicants must be taking at least three (3) courses at their high school and making appropriate progress towards graduation as determined by the school principal.
3. College Transfer Program: Applicants for college transfer courses who have not started the twelfth grade must meet the following admissions criteria:
 - (1) be in the top 25 percent of their high school class
 - (2) satisfactory SAT or PSAT Scores
 - (3) students may not enroll in any college transfer course which is equivalent to or the same as a course offered at the high school
 - (4) approval of their principal

Applicants who have started in the twelfth grade must meet the following admission criteria:

 - (1) be in the top 50 percent of their high school class
 - (2) have satisfactory SAT or PSAT Scores
 - (3) the approval of their principal

Applicants who are approved for concurrent enrollment will be limited to six quarter hours or less depending upon their course load at the high school.
4. Occupational Courses (Trade or Technical): applicants may seek admission into appropriate occupational courses as approved by their principal and CCCC Admissions Office. Applicants may not be admitted to any occupational (trade or technical) courses which are offered in their high school. The only exception to this rule would be in individual cases where the high school may be unable to schedule a course for the student. (Limit 6 quarter hours)
5. Applicants enrolled in high school may not be admitted into the Coastal Carolina Community College Adult High School program or the GED preparatory program. This rule applies to both concurrent enrollment and enrollment during the summer prior to the applicant's graduating from high school.

6. Applicants for concurrent enrollment must obtain approval from the principal of the secondary school and the admissions office of Coastal Carolina Community College. Applicants seeking admission to Coastal Carolina Community College during the summer prior to graduating from high school must also have the recommendation of their superintendent.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT

As a member of the North Carolina Community College System, this institution undertakes to continue to comply fully with requirements imposed by all federal, state, and local laws relating to equal educational opportunity and equal employment opportunity, to the end that no person in the United States shall, on the grounds of race, color, creed, religion, age, sex, national origin, or physically handicapped status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this institution.

Furthermore, Coastal Carolina Community College is responsible for full compliance with the provisions of Title IX of the Educational Acts of 1972, as amended, and does not discriminate on the basis of sex, race, color, creed, religion, national origin, age, or physical handicap; except where age or physical handicap is found to be a “bona fide” occupational qualification. This nondiscrimination policy applies to all employment and admission policies with respect to programs and activities as well as to the continuing treatment after employment in or admission to the college.

EQUAL EDUCATIONAL OPPORTUNITY AND EQUAL EMPLOYMENT OPPORTUNITY POLICY

No person shall on the basis of race, color, creed or religion, age, sex, national origin, or physical handicap status, except where age or physical handicap is found to be a “bona fide” occupational qualification, be excluded from employment or participation in, be denied the benefits of or be subject to discrimination under any program or activity of this institution.

It is the policy of this institution not to discriminate on the basis of sex in the admission requirements, educational programs, activities, or employment policies as required by Title IX in the Educational Amendments of 1972.

In conformance with the provisions of the Rehabilitation Act of 1973, and other applicable laws and regulations, Coastal Carolina Community College will not discriminate against any student, employee, or applicant for admission or employment because of physical handicaps.

The main campus of Coastal Carolina Community College has been designed with the elimination of physical obstacles in mind so that all

buildings, washrooms, laboratories and classrooms are readily accessible to and usable by handicapped individuals.

Any student or prospective student who believes that discrimination has limited any educational opportunity, or any college employee who believes employment rights have been denied on the basis of discrimination, or any individual who desires information concerning the above policy should contact the following designated responsible employee — Affirmative Action Officer and Title IX Coordinator, Room 35, Administration Building, Phone 455-1221, Ext. 225.

TWELVE-HOUR REGULATION

Students who wish to enroll for classes before obtaining official transcripts from high school and/or other educational institutions attended may be admitted as “Special Credit” students. Admission as a special credit student does not constitute admission to any curriculum program.

When students have been under special credit provisions and have maintained a C (2.0) average on at least twelve (12) quarter hours of credit, the Comparative Guidance and Placement (CGP) test requirements may be exempted.* A student seeking to enter a curriculum program from special credit status must complete all other admission requirements including the obtaining of transcripts from high school and other educational institutions attended.

*Students enrolled under veterans benefits and applicants to health occupations programs are not exempt from any admission requirements.

TRANSFER INFORMATION AND STUDENTS’ RESPONSIBILITY

The College faculty and counseling staff will make every effort to assist students in planning appropriate transfer programs. The courses in the transfer curriculum have been designed to maximize transferability to area senior institutions. Nonetheless, acceptability of transfer courses may vary from one institution to another institution. It is thus the responsibility of students to work closely with appropriate faculty and counselors throughout their stay at the College to make course selections in order to maximize ease of transfer to the senior institution of their choice.

In general, applicants to senior institutions are considered for transfer if they have maintained an overall “C” average on course work attempted and are in good standing in other respects at the institution from which they are transferring. Also, in some instances, senior institutions will require applicants to take certain standardized tests to provide supplemental information on academic aptitude and/or achievement. Finally, although transfer is possible without completion of the two-year degree, the receipt of the degree is often beneficial to transfer students in gaining

acceptance to senior institutions in that it demonstrates ability to persist in the achievement of a significant educational goal.

The transfer student should begin appropriate planning during the first quarter at the College in accordance with the following guidelines:

1. Consult with the assigned faculty advisor during your first quarter about your long-range educational and/or career goals and determine which senior institutions have appropriate educational programs for the achievement of these goals;
2. Discuss with your faculty advisor other factors that are important in choosing a senior institution, such as tuition cost, distance from home, institution size, and available extra-curricular programs;
3. Determine with your faculty advisor which senior institutions are best suited to you in relation to all factors considered;
4. Write and/or visit the chosen senior institutions to consult with appropriate admissions officers and/or faculty as to appropriateness of your planned course of study at Coastal and the appropriateness of the institutions for your particular goals;
5. Continue to consult with your faculty advisor on at least a quarterly basis to review your progress at Coastal in relation to your transfer goals, making any adjustments in planning that become desirable or necessary;
6. Apply to more than one senior institution of your choice at the earliest possible date during your second year at Coastal; and
7. Check by telephone or letter to insure that your completed applications have been received and are under consideration.

RESIDENCE STATUS OF TUITION PAYMENT

N.C. GENERAL STATUTE 116-143.1

Provisions for determining resident status for tuition purposes:

(a) As defined under this section:

- (1) A “legal resident” or “resident” is a person who qualifies as a domiciliary of North Carolina; a “non-resident” is a person who does not qualify as a domiciliary of North Carolina.
 - (2) A “resident for tuition purposes” is a person who qualifies for the in-State tuition rate; a “non-resident for tuition purposes” is a person who does not qualify for the in-State tuition rate.
 - (3) “Institution of higher education” means any of the constituent institutions of The University of North Carolina and the community colleges and technical institutes under the jurisdiction of the North Carolina State Board of Community Colleges.
- (b) To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior

to his or her classification as a resident for tuition purposes. Every applicant for admission shall be required to make a statement as to length of residence in the State.

- (c) To be eligible for classification as a resident for tuition purposes, a person must establish that his or her presence in the State currently is, and during the requisite 12-month qualifying period was, for purposes of maintaining a bona fide domicile rather than of maintaining a mere temporary residence or abode incident to enrollment in an institution of higher education.
- (d) An individual shall not be classified as a resident for tuition purposes and, thus, not rendered eligible to receive the in-State tuition rate, until he or she has provided such evidence related to legal residence and its duration as may be required by officials of the institution of higher education from which the individual seeks the in-State tuition rate.
- (e) When an individual presents evidence that the individual has living parent(s) or court-appointed guardian of the person, the legal residence of such parent(s) or guardian shall be prima facie evidence of the individual's legal residence, which may be reinforced or rebutted relative to the age and general circumstances of the individual by the other evidence of legal residence required of or presented by the individual; provided, that the legal residence of an individual whose parents are domiciled outside that State shall not be prima facie evidence of the individual's legal residence if the individual has lived in this State the five consecutive years prior to enrolling or re-registering at the institution of higher education at which resident status for tuition purposes is sought.
- (f) In making domiciliary determinations related to the classification of persons as residents or non-residents for tuition purposes, the domicile of a married person, irrespective of sex, shall be determined, as in the case of an unmarried person, by reference to all relevant evidence of domiciliary intent. For purposes of this section:
 - (1) No person shall be precluded, solely by reason of marriage to a person domiciled outside North Carolina, from establishing or maintaining legal residence in North Carolina and subsequently qualifying or continuing to qualify as a resident for tuition purposes;
 - (2) No person shall be deemed, solely by reason of marriage to a person domiciled in North Carolina, to have established or maintained a legal residence in North Carolina and subsequently to have qualified or continued to qualify as a resident for tuition purposes;
 - (3) In determining the domicile of a married person, irrespective of sex, the fact of marriage and the place of domicile of his or her spouse shall be deemed relevant evidence to be considered in ascertaining domiciliary intent.

- (g) Any non-resident person, irrespective of sex, who marries a legal resident of this State or marries one later becomes a legal resident, may, upon becoming a legal resident of this state, accede to the benefit of the spouse's immediately precedent duration as a legal resident for purposes of satisfying the 12-month durational requirement of this section.
- (h) No person shall lose his or her resident status for tuition purposes solely by reason of serving in the armed forces outside this State.
- (i) A person who, having acquired bona fide legal residence in North Carolina, has been classified as a resident for tuition purposes but who, while enrolled in a State institution of higher education, loses North Carolina legal residence, shall continue to enjoy the in-state tuition rates for a statutory grace period. This grace period shall be measured from the data on which the culminating circumstances arose that caused loss of legal residence and shall continue for 12 months; provided, that a resident's marriage to a person domiciled outside of North Carolina shall not be deemed a culminating circumstance even when said resident's spouse continues to be domiciled outside of North Carolina; and provided, further, that if the 12-month period ends during a semester or academic term in which such a former resident is enrolled at a State institution of higher education, such grace period shall extend, in addition, to the end of that semester or academic term.

APPEAL:

A person may appeal an initial residency classification through Coastal Carolina Community College's Residency Appeals Committee.

REGULATIONS:

Regulations concerning the classification of students by residence for purposes of applicable tuition differentials, are set forth in detail in A MANUAL TO ASSIST THE PUBLIC HIGHER EDUCATION INSTITUTIONS OF NORTH CAROLINA IN THE MATTER OF STUDENT RESIDENCE CLASSIFICATION FOR TUITION PURPOSES. Each enrolled student is responsible for knowing the contents of that MANUAL, which is the controlling administrative statement of policy on this subject. Copies of the MANUAL are available on request at the Coastal Carolina Community College Library, or from the Dean of Student Affairs.

POLICY

It is the policy of CCCC to classify each curriculum student according to his or her state of legal residence. The initial classification shall be done by admissions office personnel.

Students who seriously disagree with the residency classification as determined by the admissions office may, if they wish, file notice of appeal to the Dean of Students or his designee within twenty (20) working days of the date their classification notice is mailed. Such appeal notice must be in writing, must contain a simple declaration of intention of process and appeal before the campus residency committee, and must be personally signed by the student.

The Dean of Students shall, upon receipt of notice of appeal, prepare, and transmit to the campus residency committee the complete institutional record with a letter acknowledging receipt of the petitioner’s notice of appeal.

The campus residency committee, composed of the Dean of Instruction as Chairman, the Registrar, and one faculty member shall meet as needed to consider appeals. The student may be present and speak to clarify any statements in the record. The student may have an advisor present; however, only the student will be allowed to address the committee. In the event new substantive evidence is brought, reclassification may be made by the committee after due consideration.

Decisions of the campus residency committee shall be forwarded in writing to the student and the Dean of Students within ten (10) working days of the date of decision.

TUITION

In accordance with the basic concept of comprehensive community colleges, all fees are nominal and are held to a minimum. The tuition rate is subject to change at the discretion of the State Board of Community Colleges. Tuition per quarter is as follows:

In-state students	
12 quarter hours or more (full-time)	\$105.00
Part-time students per quarter hour	8.75
Out-of-state students	
12 quarter hours or more (full-time)	981.00
Part-time students per quarter hour	81.75
Senior Citizens (age 65 or older) are charged neither tuition nor registration fees.	

FEES

Activity Fee (per quarter)	
Full-time	7.00
Part-time	2.00
(Student enrolled in Nursing and other Allied Health Programs will be responsible for their own medical expenses in case of injury occurring during clinical experiences.)	

TUITION REFUND POLICY

Tuition refunds will be made only if the student is compelled to withdraw for the following reasons: (1) death in the family or (2) illness (requires doctor's certification). In such cases two-thirds ($2/3$) of the student's tuition may be refunded, provided the student withdraws ten (10) calendar days after the first day of classes. The activity fee is not refundable.

Refunds will not be considered for tuition of five (\$5) dollars or less. In cases where a course or curriculum fails to materialize, all the student's tuition shall be refunded.

In order to apply for a refund, the student must officially drop classes in the registrar's office, then make a request to the business office for a refund and receive an official copy of the drop form.

The refund policy is subject to change at the discretion of the State Board of Community Colleges.

BOOK COSTS

Students are required to purchase the necessary textbooks for courses. The estimated cost is \$100-\$120 per quarter. Book costs are usually higher for the Fall Quarter than at other times. Certain curricula require equipment other than books, which increases the costs. Books may be purchased from the college bookstore.

ACADEMIC REGULATIONS

STUDENT RESPONSIBILITY

All students are responsible for the proper completion of their academic program, for knowledge of regulations and policies as listed in the college catalog and student handbook, and for maintaining the grade average required for good standing. Faculty advisors and members of the counseling staff will assist and advise, but the final responsibility remains that of the student.

Students are responsible for maintaining communication with the college by keeping on file with the Registrar's Office at all times a current, local address and telephone number.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. No credit can be granted for courses in which the student is not properly registered. Students attending class for which they are not officially registered will receive neither a grade nor quarter hours credit for the course. Registration instructions are published prior to each registration period.

QUARTER HOURS

The unit of measurement for credit purposes is the quarter hour. One (1) quarter hour represents the credit earned in a course that is scheduled for one (1) class hour per week for a quarter of eleven (11) weeks, except that for laboratory work, two (2) or more class hours in the laboratory are required for a single quarter hour of credit. Most courses meet three (3) hours a week and have a credit value of three (3) quarter hours. Generally a student will have to spend two (2) clock hours in preparation for one (1) class hour.

COURSE LOAD

The registration of every student is subject to the approval of their faculty advisor. A student who is registered for 12 or more quarter hours of course work is considered a full-time student; however, in order to maintain satisfactory progress toward a degree or diploma, a student is expected to carry a normal course load of 16 to 18 quarter hours. No student may carry in excess of 21 credit hours without permission of the Vice President of Student Services or the Registrar.

To be able to carry in excess of 21 credit hours a student should have earned a cumulative grade point average of 3.0 or have a grade point average of 3.25 on a full-time load for their previous quarter.

Students on academic probation are limited to 12 quarter hours, and students who work part-time or full-time should reduce their course load accordingly.

A maximum of two (2) Physical Education Courses may be taken in any given quarter.

AUDITING COURSES

Students who wish to audit courses must register through regular channels. Auditors receive no credit but are expected to adhere to the same attendance policy as credit students. Auditors will be charged the same fee as students taking courses for credit. An audit cannot be changed to credit or credit to audit after the deadline for adding courses.

CHANGE OF NAME, ADDRESS, OR CURRICULUM

Students are responsible for notifying the Registrar's Office of all name, address or curriculum changes. This is necessary to keep all records in proper order. Curriculum Change Request forms may be obtained from the Registrar's Office.

WITHDRAWALS, ADDING, OR DROPPING COURSES

A student who finds it necessary to drop or add a course or to completely withdraw from the college should secure a “drop-add” form from the Registrar’s Office.

Courses may only be added during the period designated by the college calendar or during the first five (5) school days of the quarter.

In order to OFFICIALLY drop a course, students MUST complete the following steps:

1. Complete all required information on the “drop-add” form.
2. Have the instructor initial the completed form.
3. Return the form to the Registrar’s Office for final processing.

In order to COMPLETELY WITHDRAW from school, students must complete the following steps:

1. Complete all required information on the “drop-add” form.
2. Have a member of the counseling staff sign the completed form.
3. Return the completed form to the Registrar’s Office for final processing.

The Registrar’s Office will notify all instructors as necessary when courses are dropped or in case of a complete withdrawal.

For courses officially dropped after the first five (5) calendar days of a regular quarter, the grade of “W” will be reported.

A student may not withdraw or drop a class within twenty (20) days of the end of a regular quarter for reasons other than those of a documented medical or emergency nature.

A student who leaves college after the first five (5) school days without obtaining an official withdrawal will receive an “X” for each course regardless of academic standing at the time of departure. An official withdrawal will not change a failing grade given for violation of the attendance policy for reasons other than those of a documented medical or emergency nature.

TRANSFER OF CREDITS

Educational work completed by students in other accredited institutions may, where applicable, be credited toward graduation requirements of Coastal Carolina Community College. In order to be eligible for graduation the transfer student is required to enroll for and successfully complete all additional curriculum courses for which transfer credit was not received. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is sixty-six (66) quarter hours toward any Associate in Arts, Associate in Science or Associate in Fine Arts Degree. The maximum credit transferable from another institution and the total allowed from all sources combined, including credit by exam at this college, is sixty-five (65) percent of the required hours toward any Associate in Applied Science Degree, Diploma or Certificate.

The college grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's **GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES**. Credit recommended must be consistent with the requirements and objectives of a curriculum in order to be granted. Students should be aware that the transferability of these credits is totally at the discretion of the receiving institution and that Coastal Carolina Community College makes no guarantee of such transfer.

Course work over fifteen (15) years old may not be accepted. Evaluation of such credits will be on an individual basis.

Transfer credit will normally be allowed only for applicable courses in which a grade of "C" or higher has been earned. Grades of "D" will be considered for transfer in sequence courses or in special cases. (The student should understand that this credit allowance for "D's" is only for meeting graduation requirements at this institution and may not be acceptable at a senior college to which the student may later transfer.) In all cases the cumulative grade point average of all courses accepted in transfer must be at least 2.0 ("C" equivalent).

No grade on applicable science courses of less than "C" will be accepted in transfer toward credit in health occupations curriculum without approval of the Departmental Head and Registrar.

CREDIT FOR CORRESPONDENCE WORK

Ten (10) quarter hours of credit for correspondence courses applicable to courses offered at Coastal Carolina Community College may be accepted as transfer toward the Associate Degrees. Such courses must have been taken within the correspondence program of an accredited institution.

CREDIT FOR WORK EXPERIENCE

College transfer or technical credit for work experience cannot be allowed except through the organized and supervised cooperative education program. Academic credit is not allowed for previous work experience outside of the supervision of the college; however, a student may challenge relevant courses by examination.

COLLEGE LEVEL EXAMINATION PROGRAM

The college grants credit for the College Level Examination Program (CLEP) General and Subject Examinations. Total credit allowed for the CLEP (general and subject examinations) will not exceed 25 quarter hours. Students desiring credit must have scores submitted to the Registrar's Office for evaluation.

CREDIT BY EXAMINATION

Coastal Carolina Community College will grant credit by examination in lieu of regular class enrollment and participation for courses designated by the appropriate dean in consultation with the faculty of the concerned academic discipline. Any full-time or part-time students currently enrolled are eligible to earn credit by examination for any designated course in which they have not officially participated previously.

The student desiring to take an examination must initiate a request with the appropriate dean and explain the reasons and justification for the request. If the dean in consultation with the appropriate faculty approves the request, the student will register for the course at the registrar's office. The student must then arrange for the examination with the chairman of the division offering the course. A copy of the registration form must be presented to the faculty member administering the examination. All examinations must be completed within the first five (5) days of the quarter. The faculty member will report the results of the examination to the registrar, the appropriate dean and the student.

There will be no penalty for an unsatisfactory grade on an examination, but the student will be allowed only one chance to challenge any one course by examination.

Standardized tests, selected by the appropriate division, will be used unless such tests are not available. If standardized tests are not available, local tests, prepared by the appropriate division and approved by the appropriate dean, will be used. National norms are usually available for standardized tests; these will be considered in determining whether or not the student has performed satisfactorily on the test. On local teacher-made tests, a grade of 85% or higher will be required for passing the test. Examination in courses requiring mechanical skills will include satisfactory demonstration of those skills.

Credits earned by examination are considered in the same way as transfer credits and are not used in the computation of the student's grade point average.

INDEPENDENT STUDY

Any student requesting to take a course in independent study will be approved by both the dean responsible for the curriculum in which the student is enrolled and the Dean of Student Affairs.

The student will be permitted to enroll for a course in independent study when the following conditions are met:

1. The course is not offered or is in schedule conflict with another required course and is needed for the student to qualify for graduation.
2. The student has a cumulative GPA of not less than 3.0.
3. The student selects an instructor who agrees to serve as the course advisor for the quarter of independent study.

4. The student has completed 25 quarter hours of study at Coastal Carolina Community College.
5. The course instructor and faculty advisor have recommended that the student be allowed to register for the course in independent study.

Any deviation from this policy will be justified by special circumstances judged to be to the best interest of a given student by the appropriate dean and the Dean of Student Affairs.

The regulations that apply to independent study are as follows:

1. The student will meet with the course advisor for not less than one hour per week for each five hours of credit to be earned;
2. The student will schedule attendance in the General Studies Center the remaining hours required in attendance for the course (e.g., five-hour credit course one hour per week with the instructor, and four hours per week in the General Studies Center);
3. Arrangement must be made with the course advisor for any laboratory experience required for the course;
4. Any videotapes or other media materials will be used in connection with the General Studies Center. The course advisor will make available to the General Studies Center course outlines, handout materials, and any other instructional materials the student will be expected to use in study;
5. Independent study cannot be counted for certification for veterans benefits;
6. Work schedules do not constitute justification for enrolling in independent study;
7. No faculty will be allowed to supervise more than one student enrolled in independent study during a given quarter;
8. No student will be allowed to accumulate credit for more than two courses in independent study.

CLASS REPEAT POLICY

A student may repeat any course, but each attempt will be recorded and counted in determining the student's grade point average. No course may be counted more than once toward graduation.

A student who has failed a course may find it necessary to repeat the course for credit.

A student who earns a passing grade in a course and wishes to repeat it should do so only on the advice of his faculty advisor or a counselor.

A student who has successfully completed a course may not repeat it more than two times. (For purposes of this rule, an audit is considered a successful completion.) Students may not register for duplicate sections of the same course in any given quarter.

Veterans should be aware that they cannot receive VA benefits for courses previously passed.

TWO-YEAR RULE

Any student with a GPA of below 2.00 who has not attended Coastal Carolina Community College for two or more years and who is accepted for readmission may make a request in writing to the Office of Student Affairs for re-entry under the provisions of the two-year rule.

If a student is re-admitted under the provisions of the two-year rule, then only those courses for which the student received a grade of “C” or better will be used for academic credit. The student’s grade point average will be based only on work attempted after re-admission.

If re-entry under the two-year rule is not approved, the student’s GPA, credit hours, and grades will continue as if no break had occurred.

A student may elect to have this two-year rule applied only once. A student choosing to have the rule applied or not applied may not later reverse the option.

Students wishing to use this rule should contact the Registrar or Dean of Students to obtain procedural information and to initiate action. The student wishing to use this rule should initiate action no later than the end of the first quarter of enrollment after eligibility.

NOTE: When a student transfers from one college to another, the receiving institution usually considers all work attempted at all previous colleges and requires an overall “C” average for admission. The forgiveness feature of this rule may effect the student’s grade point average at Coastal Carolina Community College only. It is therefore extremely important that potential transfer students clearly understand and give careful consideration when using this policy. They should seek guidance from their receiving institution as well as from Coastal Carolina.

ATTENDANCE

Coastal Carolina Community College is committed to the principle that class attendance is an essential part of its educational program. While urging regular class attendance, the college at the same time desires to allow students an opportunity to develop a sense of personal responsibility toward their studies.

For all classes, absences shall not exceed the equivalent of one week of instruction. Laboratory hours and class hours are not interchangeable in the application of this policy. Example — A student in BIO 161 is allowed only (3) three class absences and (1) one lab absence, not (4) four lab absences or (4) four class absences.

It is the responsibility of the student to understand and to abide by the announced attendance policy. Each student is accountable for any work missed because of class absence. Those students who incur absences in excess of the attendance policy will be dropped from the course with a failing grade. When a student has been dropped from a course, he or she may

request reinstatement by the instructor. Negative decisions by the instructor may be appealed to the Student Services Committee.

NOTE: Student absences from class will be counted beginning with the next class meeting after the student registers for the class.

SERVICEMEMBERS OPPORTUNITY COLLEGES

Coastal Carolina Community College has been designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of over 400 colleges and universities providing voluntary post secondary education to members of the military throughout the world. As a SOC member, Coastal Carolina Community College recognizes the unique nature of the military lifestyle and has committed itself to easing the transfer of relevant course credits, providing flexible academic residency requirements, and crediting learning from appropriate military training and experiences. SOC has been developed jointly by educational representatives of each of the Armed Services, the Office of the Secretary of Defense and a consortium of thirteen leading national higher education associations; it is sponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Community and Junior Colleges (AACJC).

GRADING SYSTEM

Official grades are issued for each student at the end of each quarter. Students enrolled in curriculum programs will be graded by the letter grade system shown below.

	Numerical Grade	Quality Points Per Quarter Hours
A — Excellent	93-100	4
B — Good	85-92	3
C — Average	77-84	2
D — Below Average	70-76	1
F — Unsatisfactory	Below 70	0

AU — Audit

CE — Credit by Examination: Awarded for successful completion of institutional examination — carries credit earned, but is not figured in grade point average.

I — Incomplete: This indicates failure to complete certain course requirements because of extenuating circumstances. It is the responsibility of the student to see that incompletes are removed by the end of the ninth week of the succeeding term or the grade becomes an “F”.

W — Official Withdrawal: Grade reported for a student who officially withdraws from a class — carries no credit and no penalty.

WA — Unofficial Withdrawal for Audits: Grade reported for an audit student who ceases attendance without officially notifying the school — carries no credit and no penalty.

X — Unofficial Withdrawal: Grade reported for a student who ceases attendance without officially notifying the school — averaged as an “F”.

STUDENT CLASSIFICATION

Full-time Student — a student enrolled with twelve (12) or more quarter hours of credit.

Part-time Student — a student enrolled with fewer than twelve (12) quarter hours of credit.

Freshman — a student who has completed with a passing grade less than forty-five (45) quarter hours of credit.

Sophomore — a student who has completed with a passing grade forty-five (45) or more quarter hours of credit.

PRESIDENT’S LIST

At the close of each quarter, regular students who are carrying a full load (courses leading to a diploma or degree) will be included on the President’s List, providing they have no grades of “I” or no grade lower than an “A”.

DEAN’S LIST

At the close of each quarter, regular students who are carrying a full load (courses leading to a diploma or degree) will be included in the Dean’s List, provided they have no grades of “I” or no grade lower than a “B” and provided that the quality point average of all their grades for that quarter is 3.25 or better.

STANDARDS OF PROGRESS

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished the students, veterans and non-veteran alike, at the end of each scheduled school term.

CONDITIONS FOR RECERTIFICATION OF G.I. BILL STUDENTS

1. Apply for readmission
2. Be approved for readmission by a counselor
3. Carry no more than 13 credit hours (less if directed by counselor)
4. Maintain a minimum of a 2.00 average per quarter
5. G.I. Bill students will not be recertified until they meet the standards prescribed in the catalog for continuance in school.

G.I. Bill students who are taking non-credit courses will have their VA educational benefits terminated for “Unsatisfactory Progress” if they accumulate over ten (10) hours of “F’s”. They will not have their educational benefits recertified until they have been approved by a counselor and have maintained better than a 2.00 average for at least one quarter.

ACADEMIC PROBATION AND SUSPENSION

At the end of each quarter, each student’s cumulative and quarterly grade-point averages are computed. Students academic progress is compared with the following chart to determine their eligibility to continue in school.

**QUALITY POINT AVERAGE TO DETERMINE
CONTINUANCE IN SCHOOL
TWO-YEAR CURRICULA**

All Quarter Hours Credit Attempted*	Quality Point Average Below Which Student is on Academic Suspension	Quality Point Average Below Which Student is on Academic Probation
1-16		1.25
17-32	1.00	1.50
33-48	1.30	1.85
49-64	1.60	1.95
65-80	1.85	2.00
81-Over	2.00	2.00

To Graduate — 2.0

ONE-YEAR CURRICULA

All Quarter Hours Credit Attempted*	Quality Point Average Below Which Student is on Academic Suspension	Quality Point Average Below Which Student is on Academic Probation
1-17		1.30
18-34	1.30	1.70
35-51	1.70	2.00
52-Over	2.00	2.00

To Graduate — 2.0

* Students are encouraged to maintain a record with their total hours attempted at the college in order to interpret the above table. Academic counselors are available to assist any student to correctly interpret the table.

Probation: A student whose cumulative average falls below that required for good standing but above the level of suspension will be placed on Academic Probation for the next quarter of attendance.

All students on probation must continue their studies under the guidance of their assigned counselor who may limit their enrollment to twelve (12) credit hours for the quarter. These students must report to their assigned counselor as often as is required. After planning a schedule of classes with their advisors for the next quarter, they must have their schedule approved by their counselor who may continue to limit their enrollment to twelve (12) credits.

NOTE: G.I. Bill students will have their educational benefits terminated for unsatisfactory progress after the second consecutive quarter of probation.

Suspension: A student whose cumulative average falls below that required for continuance on probation will be suspended for one quarter. A student who moves from good standing to suspended status will be granted one quarter of probation in which to improve his or her academic standing. A student may enroll in summer sessions to make up deficiencies in order to be reinstated.

A student who has been academically suspended twice from an associate degree program may be considered for admission into a vocational trade program providing admission standards as specified in the catalog are met.

Readmission: If a student wishes to return to the College after his or her suspension has expired, he or she will be placed under previous probationary requirements unless deficiencies were removed. A student may apply for readmission with the Admission Office after the suspension period has passed.

ACADEMIC STANDARDS FOR DEVELOPMENTAL STUDIES

Students taking developmental courses are expected to maintain a "C" average on all work attempted to remain in good standing. Students taking developmental courses who fall below the "C" average will be placed on probation for one quarter. If the student who is placed on probation does not raise his or her overall average to the "C" during the probationary period, he or she will be dropped. When a student is dropped from the developmental program for academic reasons, he or she may enroll in the CCCC General Studies Center until such time as the Director of Admissions recommends readmission.

Students will be given a maximum of three quarters of study in the developmental program. When a student who is enrolled full-time in the developmental studies is ready to go into regular curriculum studies, he or she must visit with a guidance counselor and initiate a Curriculum Change Request. After the Curriculum Change Request form has been completed, the student must turn it in to the Registrar's Office.

GRADE POINT AVERAGE POLICY FOR DEGREE PROGRAMS

Students will maintain their original grade point average when they move from one associate degree curriculum to another. This applies to students in Associate Degrees moving to Associate in Applied Science Degree and vice versa. However a student moving from a Diploma Curriculum to an Associate Degree Curriculum would begin with a new average and vice versa.

RIGHT OF APPEAL RELATED TO COURSE GRADES RECEIVED

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to grades assigned for particular courses taken at the college. The following procedure will enable a student to exercise this right:

1. The student will approach the instructor to determine that there has been no mistakes and to present his or her case.
2. If the case is not resolved by the instructor, the student will make an appointment with the appropriate dean (college transfer or occupational) who will hear his or her appeal.
3. Any cases not resolved by the steps taken above will be allowed to appear before the Dean of Instruction.
4. The Dean of Instruction will require both the instructor and student to present their cases and will render judgement.
5. Decisions obtained by this process will be recognized as final.
6. All above procedures must be completed within forty-five (45) days after student grades have been assigned and mailed.

PRIVACY OF EDUCATIONAL RECORDS

Access to student educational records is regulated by the Family Educational Rights and Privacy Act of 1974. This act provides for the privacy of an individual's educational record and establishes the right of students to inspect and review their records.

Coastal Carolina Community College supports the rights and privacies afforded each student by the act and is in compliance with its provisions.

Within Coastal Carolina Community College only those persons, individually or collectively, acting in the student's educational interest are allowed access to student educational records. Included are personnel in the Student Services Office, the Dean of Instruction's Office, the Business Office, instructors, advisors and other academic personnel within the limitations of their need to know.

No other persons shall have access to nor will the college disclose, other than directory information, from students' records without the written consent of the student. At its discretion, the college may provide Directory

Information in accordance with the provisions of the Act to include: Student's name, address, telephone number, date and place of birth, major field of study, dates of attendance, participation in officially recognized activities, degrees and awards received and the most recent previous educational institution attended by the student.

Students have the right to withhold disclosure of Directory Information by completing a request for non-disclosure in the Registrar's Office. Requests for non-disclosure must be filed annually. The college assumes that failure on the part of any student to file a request for non-disclosure indicated approval for disclosure.

Student records (admissions papers, registrations, grades and other supporting data) are maintained in the Registrar's Office. Any student wishing to challenge the content of his educational records should notify the Registrar in writing.

POLICIES RELATING TO DISRUPTIVE CONDUCT

Coastal Carolina Community College honors the right of free discussion and expression, and peaceful picketing and demonstrations, the right to petition, and peaceably to assemble. That these rights are a part of the fabric of this institution is not questioned. It is equally clear, however, that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the rights of other members of the community cannot be tolerated. Accordingly, it shall be the policy of the college to deal with such disruption, destruction, or interference promptly and effectively, but also fairly and impartially without regard to race, religion, sex, or political beliefs.

Coastal Carolina Community College does not allow the dissemination on campus of information or literature by individuals, groups, or organizations known to advocate racial or ethnic discrimination, violence, or disruptive conduct.

DEFINITION OF DISRUPTIVE CONDUCT

Any student, who with the intent to obstruct or disrupt any normal operation or function of the college or any of its components, engages, or invites others to engage, in individual or collective conduct which destroys or significantly damages any college property, or which impairs or threatens impairment of the physical well-being of any member of the college community or which because of its violent, forceful, threatening or intimidating nature or because it restrains freedom of lawful movement, or otherwise prevents any member of the college community from conducting his/her normal activities within the college, shall be subject to prompt and appropriate disciplinary action, which may include suspension, expulsion or dismissal from the college.

The following, while not intended to be exclusive, illustrate the offenses encompassed herein, when done for the purpose of obstructing or disrupting any normal operation or function of the college or any of its components: (1) occupation of any college building or part thereof with intent to deprive others of its normal use; (2) blocking the entrance or exit of any college building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, said building or corridor or room; (3) setting fire to or by any other means destroying or substantially damaging premises; (4) any possession or display of, or attempt or threat to use, for an unlawful purpose, any weapon, dangerous instrument, explosive or inflammable material in any college building or on any college campus; (5) prevention of, or attempt to prevent by physical act, the attending, convening, continuation or orderly conduct of any college class or activity or of any lawful meeting or assembly in any college building; (6) blocking normal pedestrian or vehicular traffic on or into any college campus.

NARCOTICS, ALCOHOLIC BEVERAGES, AND STIMULANT DRUGS

A student shall not knowingly possess, use, transit, or be under the influence of any narcotic drug, hallucinogenic drugs, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on the college campus during and immediately before or immediately after school hours, or at any other time when the college is being used by any group.

Use of a drug authorized by a medical prescription from a registered physician shall not be considered a violation of this rule.

GENERAL BEHAVIOR IN CLASS

No soft drinks, snacks, etc., are to be brought into any classroom. All students are reminded that such items may be more appropriately enjoyed within the premises of the college snack bar.

SMOKING

There will be no smoking in classrooms, laboratories, or shops.

CHEATING

Any student engaged in any act recognized as cheating in reference to the taking of an examination, plagiarism, or copying another student's reports may be dropped from the class with a failing grade. Any student caught cheating will automatically be removed as an officer of a CCCC campus club and/or relinquish a title or cease to represent the college in any capacity. If the seriousness of the situation warrants such action, the student may be suspended from the college.

STUDENT IDENTIFICATION

Students are required to provide identification to any school personnel upon request while on campus or any activity sponsored by the school off campus.

POLICY FOR CHILDREN ON CAMPUS

No student, faculty member, or employee of the College will bring his/her children or other children with him/her to class or work. There will be no exceptions. Appropriate disciplinary measures will be taken if this occurs. In the event that children are needed for classroom demonstrations, etc., written approval from the appropriate dean or supervisor must be secured. Children visiting the Dental Laboratory will be exempt if their reason for being there is for dental care.

No child will be left unattended in any area on the campus including the snack bar, parking lots, Learning Resources Center and athletic field.

DISCIPLINARY PROCEDURES

1. In cases involving conduct which is disruptive to the educational process, the person may be required to leave the campus, classroom, or other location immediately. In cases of less severe but disruptive conduct, the person may be warned and if the disruptive behavior continues may be required to leave the campus, classroom or other location.
2. The appropriate administrator, staff, or faculty should provide a written notification to the person with a copy to the Dean of Student Affairs stating what misbehavior has taken place in cases where one is required to leave the campus, classroom, or other location; or where one is warned that such action may be taken.
3. Persons required to leave for disruptive conduct will be disenrolled and will not be allowed to re-enroll without permission of the Dean of Student Affairs. A second disenrollment for disruptive conduct will be final.

Cases involving misconduct by students will be handled according to the following procedures in order to insure "due process":

1. The person accused will be provided written notice from the disciplinary action committee or administration of the charges against him or her.
2. The person accused will be provided a hearing by the Disciplinary Action Committee.
3. The person accused may inspect all affidavits, documents, and other evidence to be used against him or her.
4. The person accused may have the assistance of legal counsel if desired. (This does not mean that such counsel will be provided at public expense.)

RIGHT OF APPEAL

Any student found guilty by any committee or other school authority of violating any provision, regulation, or policy of the college; or who is placed on academic probation or suspension shall have the right to appeal the finding and/or discipline imposed upon him or her to the president of the college. Any such appeal shall be in writing, shall be based solely upon the record, and shall be limited to one or more of the following grounds: (1) that the finding is not supported by substantial evidence; (2) that a fair hearing was not accorded the accused; or (3) that the discipline imposed was excessive or inappropriate.

It shall be the responsibility of the president to make prompt disposition of all such appeals, and his decision shall be rendered within thirty (30) days after receipt of the complete record on appeal.

TRANSCRIPT

Student permanent records are maintained in the Registrar's Office which indicate the educational progress of all students. One copy of the student's permanent record is sent to other institutions as requested.

GRADUATION

Upon recommendation of the faculty and the approval of the Board of Trustees, an appropriate certificate, diploma or degree will be awarded to the students who have successfully completed the requirements of the curriculum in which they were enrolled. A minimum of a 2.0 average and the satisfactory completion of an approved program of study is required for graduation.

All students are required to file a Request for Degree at the time of registration for their final quarter of study.

CATALOG OF RECORD

A student who is in continuous attendance (summer quarter excepted) may graduate under the provisions of the catalog in effect on his date of entry or he has the option of choosing the requirements of a subsequent revised issue. A student who is not in continuous attendance must graduate under the provisions of the catalog in effect on his last re-entry date, or a subsequent issue.

REGISTRATION OF VEHICLES

All motor vehicles operated regularly on campus must be registered with the receptionist in the Administration Building. This includes vehicles operated on campus by students, faculty, or staff, even though the vehicle may be owned by a third party who does not operate the vehicle on campus.

A motor vehicle not properly registered, licensed, and insured by the North Carolina Department of Motor Vehicles, or other competent government agency, may not be operated on Coastal Carolina Community College property. All vehicle operators must be properly licensed and have a CCCC parking permit permanently affixed to the left rear bumper.

SPEED

The speed limit on campus is set at a maximum of 15 MPH. This does not relieve drivers of the responsibility of operating vehicles at a reasonable and prudent speed and driving slower when circumstances require a speed of less than 15 MPH.

PARKING

Parking will be permitted in designated areas only. Signs or markings indicating that parking spaces are designated for certain persons or groups will be observed. Parking on grass or unpaved areas which are not normal parking areas is prohibited. Traffic tickets will be issued for parking violations. The fine for each offense shall be five dollars (\$5.00). Those with overdue parking violations will not be allowed to take final exams until fines are paid at the Business Office. The towing law will be enforced.

CHANGE OF CURRICULUM

In order to fulfill required checks on student progress for financial aid and veteran's assistance programs and to check progress toward graduation, student records are maintained with reference to the particular curriculum in which they are enrolled. Students who wish to change their program of study should secure a Curriculum Change Request form from the Registrar's Office. The completed form must be signed by the student's advisor and returned to the Registrar's Office before the change is made.

STUDENT SERVICES

COUNSELING

Professionally trained counselors will assist students at Coastal Carolina Community College with educational, occupational and personal problems. Counseling services are available to every student from pre-admission through graduation. Students are encouraged to seek guidance from the counselors when the need exists.

FACULTY ADVISING

Each student receives initial counseling and enrollment advice from an admission counselor. After the first quarter of enrollment, the student is assigned a faculty advisor by the Office of Student Affairs. Advisors, as well as counselors, will make every effort to provide effective guidance to students; however, the final responsibility for meeting all academic requirements rests with the student.

ORIENTATION

New students are expected to participate in an orientation program designed to promote rapid and sound adjustment to the educational philosophy, program, and standards of the college.

HOUSING

The college does not have dormitory facilities. Students wishing to live away from home must arrange their own living accommodations. However, the Student Affairs Office will assist in any way possible to help students find housing accommodations. The college does not assume responsibility for the supervision of housing.

STUDENT HEALTH

The college does not provide medical, hospital, or surgical services. Medical services are available at the emergency room of Onslow Memorial Hospital. A doctor is on call twenty-four (24) hours a day at the hospital.

Students are encouraged to carry accident insurance which is made available through the college at minimum cost.

PLACEMENT

Placement services are available through the Student Affairs Office. Students are encouraged to use these services.

STUDENT FINANCIAL ASSISTANCE

Every available program of financial assistance is provided by the college to ensure educational opportunity for the individual. Grants, scholarships, loans, and employment opportunities are included in the student financial assistance program. Most financial awards are based on the financial needs of the recipients after determination of a reasonable family contribution by ACT or CSS.

Applications for ACT or CSS and additional information may be obtained at the Financial Aid Office. Financial assistance should be applied for at least eight (8) weeks prior to the registration date of the quarter for which it is required.

SPECIAL ACADEMIC AWARDS:

THE PEREZ CUBILLAS AWARD is an academic award presented during Awards Day exercises to the student of Dr. Violeta Fischer with the best academic record in Spanish 151, 152, 251, and 252 for each academic year. This award is given in memory of her late father, Dr. Jose Perez Cubillas, a professor at Havana University for over thirty-five years.

SCHOLARSHIPS:

Local:

Scholarships are awarded by the following individuals and organizations:

Alpha Kappa Alpha

American Business Women's Association

Janerion Chapter

El Rio Neuvo Chapter

Swansboro

Wentletrap

Britthaven

Burger King

CCCC Association of Educational Office Personnel

Camp Lejeune Officers Wives' Club

Catholic Daughters of America

Century 21 — Home Realty

Eastern Star

Hillhaven

Jacksonville Breakfast Rotary Club

Jacksonville — Camp Lejeune Bowling

Jacksonville High School

Jacksonville Jaycees

Jacksonville New River Rotary Club

Jacksonville/Onslow Homebuilders and Auxiliary

Jacksonville Rotary Club

Kennedy-Oldsmobile

NAHB Jacksonville/Onslow Homebuilders
 N.C. National Guard
 National Student Nurse
 New River Air Station Officers Wives' Club
 N.C. Association of Educational Office Personnel
 N.C. Department of Veteran Affairs
 National Marine Corps Scholarship Foundation Inc.
 Onslow County Association of Educational Personnel
 Onslow County Hospital Auxiliary
 SAT
 SNCO Thrift Shop
 Staff Noncommissioned Officers Wives' Club
 Stanadyne
 Swansboro High School
 Swansboro Rotary Club
 White Oak Spanish Club
 Zeta Phi Beta

Scholarships awarded by the college for the following individuals and organizations:

Carolina Telephone College Transfer Scholarship
 Carolina Telephone Scholarship
 Roger Daughtry Scholarship
 East Carolina Engineers Club
 Everett-Bishop Scholarship
 G.R. Hiehle Memorial Scholarship
 Grant's Creek Nursery Scholarship
 Hugh Ragsdale Memorial Scholarship
 Jacksonville/Onslow Homebuilders Scholarship
 Jacksonville/Onslow Homebuilders Auxiliary Scholarship
 James L. Henderson, Jr. Scholarship
 Jerry Popkin Memorial Scholarship
 Kennedy Olds/GMC Scholarship
 Lloyd Bryan Respass Memorial Scholarship
 N.C. Community College Scholarship
 N.C. Hydraulics Manufacturing Company Scholarship
 N.C. Sheriffs' Association Scholarship
 Piggly Wiggly/Leon Ward Sylvester Scholarship
 Society of American Military Engineers Scholarship
 Sorooptimist International Scholarship
 Southerland Electric Company Scholarship
 Stanadyne Scholarship
 Richard Allan Suls Memorial Scholarship
 Thurston-Zimmerman Memorial Scholarship
 Wachovia Technical Scholarship
 W.B. Vatcher Memorial Scholarship
 Weyerhaeuser Vocational/Technical Scholarship

COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION SCHOLARSHIPS

Value of scholarships is \$560 for students enrolled in four-quarter programs and \$840 for students enrolled in six-eight (6-8) quarter programs, prorated at \$140 per quarter. Criteria includes: (1) must be a full-time student (2) must not withdraw longer than one quarter (3) maintain a cumulative grade average at or above the level required for graduation. Scholarships will be open to vocational diploma students, technical students and college transfer students. Some emergency loan funds are available through the foundation.

SCHOLARSHIPS RELATED TO PROFESSIONS:

THE JULIETTE A. SOUTHARD SCHOLARSHIP TRUST FUND of the American Dental Assistants' Association provides tuition scholarships for Dental Assistant Education. The fund is named for the founder of the American Dental Assistants' Association and is supported entirely by voluntary donations. At the beginning of 1973 scholarship awards ranged from \$100 to \$1,000.

THE CERTIFICATE SCHOLARSHIP PROGRAM for dental hygiene administered by the American Dental Hygienists' Association provides financial assistance to second-year students enrolled in the college associate degree program. Funds are provided by donations from professional organizations, supporting industries and interested agencies and individuals. Scholarships range from \$300 to a maximum of \$3,000 which is based on the recipient's financial need. Applications must be received by the American Dental Hygienists' Association before April 1.

THE PROSPECTIVE TEACHER'S SCHOLARSHIP LOAN PROGRAM administered by the Department of Public Instruction provides awards of \$2000 each academic year. Selection of recipients is based on such factors as the greatest demand for teachers of particular subjects or areas and financial need. After graduation, one scholarship loan note is canceled for each year taught.

TWO-YEAR TEACHING GRANT PROGRAM FOR COLLEGE JUNIORS AND COMMUNITY COLLEGE GRADUATES (N.C. TEACHING FELLOWS) Selection of recipients of these \$2000/year loan scholarships occurs each spring. Applications, available at CCCC, must be completed in February. Selections are announced in May. Limited to prospective teachers of math, physics, chemistry, economics, computer education, political science, second languages, academically gifted, and vocational handicapped. (Applies to junior and senior year studies at 44 North Carolina colleges and universities.)

GRANTS:

PELL GRANT (FORMERLY THE BASIC EDUCATIONAL OPPORTUNITY GRANT (BEOG)) provides the recipient with a base sum of financial assistance. Recipients may attend the college with the award and may apply for additional funds from other programs to meet the total cost of their education. Such factors as total funds allocated by Congress for the Federal grant program, cost of education, and expected family contribution determine the award amount.

THE SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT PROGRAM is funded by the Federal Government for students with exceptional financial needs. The students are recipients of awards since they would be unable to continue their education without a grant. Additional financial aid is awarded to the recipients from the other programs.

LOANS:

Local Short-Term Emergency loans;

Local loans are made available by the following individuals and organizations:

Auto Mechanics Loan Fund

The Gene Johnson Memorial Fund Loan

Jacksonville Department Store

Jacksonville Kiwanis Club

New River Pharmacy

S.E. Wainwright

LONG-TERM LOANS:

THE NATIONAL DIRECT STUDENT LOAN (NDSL) PROGRAM is funded by the Federal Government and the College. The loan amount is determined in relation to the student's financial need. Interest at the rate of five (5) percent begins to accrue at the beginning of the repayment period. The repayment period begins six (6) months after the student terminates at least half-time enrollment.

THE INSURED STUDENT LOAN PROGRAM allows legal residents of North Carolina to obtain loans related to their financial needs. The program is administered by College Foundation, Inc., Raleigh, North Carolina. It is funded by North Carolina banks, loan companies, and insurance companies. Loans are insured by the State Education Assistance Authority; and under certain circumstances, the Federal Government will pay the nine (9) percent interest during the enrollment and grace periods. Repayment begins six (6) months after the student terminates at least half-time enrollment.

THE JAMES E. AND MARY Z. BRYAN FOUNDATION LOAN PROGRAM ADMINISTERED by College Foundation, Inc., provides loans for legal residents of North Carolina. There is an interest rate of one (1) percent during enrollment and grace periods and nine (9) percent during the repayment period. Repayment begins six (6) months after enrollment of at least half-time.

THE EDUCATIONAL LOAN PROGRAM FOR DENTAL HYGIENE STUDENTS, an American Dental Hygienists' Association student loan program, provides loans based on financial need to students after all other available sources of financial aid have been utilized. The final decision concerning disbursement of funds is made by United Student Aid Funds, Inc., which administers the program. Eligible students may borrow up to a maximum of \$2,000 for the two-year associate degree program at the college. The National Bank of Chicago serves as the program's chief lending agent. Interest accrues at the rate of eight (8) percent during enrollment and seven and one half (7 1/2) percent after enrollment and during the repayment period. Repayment begins with minimum monthly payments of thirty (30) dollars on the first day of the tenth month after the student leaves school.



EMPLOYMENT OPPORTUNITIES

THE “ON CAMPUS” COLLEGE WORK-STUDY PROGRAM is funded by the Federal Government and the college. The program assists students by providing job opportunities within the various departments on the college campus. Total hours of work and earnings are based on the financial needs of the individual students on the program.

THE “OFF CAMPUS” COLLEGE WORK-STUDY PROGRAM is funded by local nonprofit organizations and the Federal Government. Students on the program may be employed by a school, hospital, or with some other public or private social agency. Financial need is the basis for placement on the program and for total compensation. High school seniors may be placed on the summer program by obtaining an application from the college Financial Aid Office.

VETERANS ADMINISTRATION BENEFITS

The college is approved for the training of veterans, war orphans, children of totally disabled veterans; or a widow of any person who died of service-connected disability, or wife of any veteran with total disability of a permanent nature resulting from service connected disability. Eligible persons seeking such benefits should contact the college, be accepted for a program of study, and then seek counseling from the Veterans Affairs Officer.

All G.I. Bill students should have and be familiar with the “Veterans Affairs Handbook”. They should also read the “Veterans Affairs Newsletters” that are published periodically.

G.I. Bill students are liable for repayment of overpayments resulting from their repeating courses for which they have received credit. If you have received a grade of “D” or better, you cannot draw G.I. Bill educational benefits for repeating the course. It is the student’s responsibility to insure that he or she does not repeat courses.

If a student changes curriculum, he/she may be allowed transfer credit for applicable courses taken and passed in the previous curriculum. These grades will be treated in the same way as transfer credit and will carry no quality points for total quality point averages in the new curriculum.

VOCATIONAL REHABILITATION ASSISTANCE

Certain handicapped students are eligible for aid administered through the Division of Vocational Rehabilitation, N.C. Department of Public Instruction. Those who seek aid should make application to the local Division of Vocational Rehabilitation.

SOCIAL SECURITY BENEFITS

Some students may qualify for financial assistance through their parents' Social Security benefits. Those seeking such aid should first contact their local Social Security Office.

STANDARDS OF PROGRESS NEEDED TO HOLD OFFICE IN STUDENT ORGANIZATIONS

Students must be enrolled full-time, have at least a "C" (2.0) cumulative average, and not be on probation in order to hold an office in any student organization or hold any title representing the college.

STUDENT ORGANIZATIONS AND ACTIVITIES

The college encourages participation in student organizations and activities. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. A faculty sponsor is required for each student group and organization.

The groups currently functioning on the campus are as follows:

ACT ONE CLUB

The Act One Club is the drama organization whose purpose is to develop student interest and talent and serve as a showcase for it. Student members meet together regularly and participate in actual theater productions.

FRENCH CLUB

The French Club, founded in 1986, welcomes all students who are interested in activities which will improve their knowledge and understanding of the French culture and language. The French Club sponsors various activities, including field trips to art museums exhibiting French art and to plays presented in French. The Club sponsors fund raising activities such as bake sales (French Pastries), raffles, car washes, etc., to help defray expenses for club members to travel to French-speaking countries.

PARALEGAL CLUB

The Paralegal Club is a society for students enrolled in the Paralegal Technology Program. A student affiliate of the National Association of Legal Assistants, organized to further paralegal education and encourage a high degree of ethical and professional attainment. The Paralegal Club sponsors educational programs and attendance at professional seminars in cooperation with the legal profession, the National Association of Legal

Assistants, Inc., and the North Carolina Paralegal Association. The Paralegal Club also sponsors social events and appropriate fund raising activities to defray expenses of attendance at out-of-town seminars. Membership is open to students currently enrolled in the Paralegal curriculum or who have taken, are taking, or plan to take at least one paralegal course.

PHI BETA LAMBDA (Business Club)

Phi Beta Lambda is a national organization for students enrolled in college level business programs. This organization provides the student with experiences which cannot be paralleled in a classroom situation by acquainting him or her with the business world in their community.

One of the major objectives of PBL is to develop strong, aggressive leadership so that these future businessmen and women may function more effectively in the business world and the community. Members learn how to lead and participate in group discussions, preside at meetings and conferences, work effectively with each other, and participate in other activities — all of which contribute to the development of good leadership qualities.

The local and state chapters of PBL operate under charters granted by FBLA-PBL, Inc. There are over 600 local and state chapters, each one having its own constitution.

Members are students interested in different facets of business. To be a member, a student must have taken, be currently taking, or plan to take at least one business course.

PHI THETA KAPPA (Honor Society)

Phi Theta Kappa is an honor society for those students enrolled in a college transfer curriculum who have achieved a cumulative grade point average of 3.5 or better. Membership is by invitation from the society. Phi Theta Kappa is the junior college equivalent of the senior college Phi Beta Kappa Society founded to promote academic excellence.

SIGMA DELTA MU (Spanish Honor Society)

Sigma Delta Mu encourages the students of Spanish to attain the highest level of knowledge and proficiency. Membership in this society can be an asset when applying for a position in either the professional or the business world.

Sigma Delta Mu has five classes of membership: active, alumni, faculty, associate, and honorary.

Any regular student may become an active member if: enrolled in the second quarter of Spanish (or higher); is in good standing; is genuinely interested in things Hispanic; has a minimal grade-point average of 3.0 in Spanish; or has a minimal overall average of 2.75.

The Alpha Chapter of the State of North Carolina was founded at Coastal Carolina Community College in 1979. Inductions usually take place once a year, mainly during the month of May.

If interested in joining, see Dr. Violeta Fischer, the Alpha Chapter advisor, and regional director for the State of North Carolina.

SPANISH CLUB

Founded in 1970, the Spanish Club serves students enrolled in Spanish courses to improve their knowledge and understanding of the Hispanic world.

The Spanish Club holds a cultural luncheon every quarter.

During the Spring Quarter, past and presently enrolled students make a field trip to the Foreign Language Department of the University of North Carolina at Chapel Hill.

The Spanish Club members attend concerts offered by famous Spanish and Latin American artists.

Students who wish to belong only have to take, or to have taken at least one course in Spanish at this institution.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is designed to promote the general welfare of the college in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student government provides a means through which students can promote interest in student activities both on and off campus.

OTHER ORGANIZATIONS ON CAMPUS:

The Dental Assistant's Club, The Dental Hygienists's Club, The Registered Nursing Club, The LPN Club, The Criminal Justice Club, The 4 C Art Club, and The Medical Laboratory Technology Club.

INTRAMURAL SPORTS

Coastal Carolina offers a diverse program of activities for the students, faculty and staff of the college. An attempt is made to appeal to a very broad range of interests and needs as expressed by our college community. The primary objective of the program is to provide extracurricular opportunities which are both enjoyable and fitness oriented. Throughout each quarter a variety of activities are offered on a voluntary basis. Coastal is an institutional member of the National Intramural Recreational Sports Association and strives to improve student activities. Our theme "Be a part of the Action" encourages students to become involved and gain worthwhile experience during their time at Coastal Carolina.



COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

To help insure the purpose and objectives of the college, Coastal Carolina Community College Foundation, Inc., was formed to provide financial and other support beyond that which can be obtained through normal sources. State and local allocated funds sustain the basic costs of the college, but such funds never meet all the needs for facilities, educational, and cultural opportunities. Because of limitations on normal sources, the college needs to look for private donor support.

USES OF FUNDS

Coastal Carolina Community College Foundation, Inc., was established to provide private financial assistance for buildings, programs, and activities of the college which promote the objectives of the college.

Funds received by the Foundation are used to support or promote activities including but not limited to:

Capital Outlay

Procurement of Special Equipment

Development of Special Facilities

Support of the College Library

Financial Assistance for Students

Management and Investment of Funds

Planning for Special College Activities and Programs

Scholarships

PROCEDURE FOR GIVING

Persons interested in providing private assistance to Coastal Carolina Community College or in obtaining additional information about the college or the Foundation are encouraged to contact the President of Coastal Carolina Community College or any foundation member.

Opportunities for large or small gifts to the college are almost unlimited and can be readily tailored to fit the situation or desires of the individual donor.

The growth of Coastal Carolina Community College will to a great extent vary directly with the interest and assistance received by the college from individual private donors.

BOARD OF DIRECTORS OF COASTAL CAROLINA COMMUNITY COLLEGE FOUNDATION, INC.

George E. Lanvermeier, Jr., President
Dale Hall, Vice President
Dr. Ronald K. Lingle, Secretary
James W. Owens, Treasurer
Clark S. Councill, Executive Director (Ex-Officio)
Leon Larson, SGA President (Ex-Officio)
Craig Chamberlin
Lindy Cockman
Alan DiGiovanni
John G. Gay (Ex-Officio)
Bundage Guy
George S. Haislip, Jr.
George L. Jones
Wayne C. King
Ellen M. McMillan
Tom Mahlum
Dr. Thomas Meadows
Woody H. Myers
Nora Ockuly
John T.W. Pace
W. Robert Page
Robert E. Patterson
Tom Pitman
Brenda Pollard
Lila Popkin
Marguerite Rich
Robert S. Royster, Jr.
Zeta Sanders
C. Louis Shields (Ex-Officio)
Robert Switzer (Ex-Officio)

PROGRAMS OF STUDY

Coastal Carolina Community College offers the following programs of study. The courses listed in each curriculum are required. However, they may not always be taught during the quarter indicated. A student should confer with his or her educational counselor concerning course schedules. A schedule of courses offered will be published quarterly. The college reserves the right to postpone offering a curriculum which has an insufficient number of applicants.

COLLEGE TRANSFER DIVISION ASSOCIATE IN ARTS DEGREE

C024 General	C036 Pre-International Studies
C004 Pre-Business Administration	C009 Pre-Journalism
C026 Pre-Business Education	C010 Pre-Law
C020 Pre-Education — Elementary (K-3 or 4-9)	C011 Pre-Liberal Arts
C028 Pre-Education — Secondary (10-12)	C023 Pre-Nursing
	C029 Pre-Recreation
	C019 Pre-Social Work

ASSOCIATE IN SCIENCE DEGREE

C001 Pre-Agriculture	C017 Pre-Pharmacy
C005 Pre-Dental	C018 Pre-Science
C007 Pre-Engineering	C033 Pre-Textiles
C008 Pre-Forestry	C021 Pre-Veterinary Medicine
C012 Pre-Mathematics	

ASSOCIATE IN FINE ARTS DEGREE

C003 Pre-Art	C015 Pre-Music
C006 Pre-Drama	

OCCUPATIONAL DIVISION ASSOCIATE IN APPLIED SCIENCE DEGREE

T016 Accounting	T045 Electrical Engineering Tech
T030 Administrative Office Tech	T063 Fire Science Technology
T041 Architectural Technology	T033 General Office Technology
T059 Associate Degree Nursing	T020 Marketing and Retailing
T176 Automotive Technology	T110 Medical Laboratory Technology
T018 Business Administration	T032 Medical Office Technology
T022 Business Computer Programming	T120 Paralegal Technology
T129 Criminal Justice	T031 Secretarial — Legal
T054 Dental Hygiene	T125 Surveying Technology

DIPLOMA PROGRAMS – OCCUPATIONAL DIVISION

T022 Business Computer Programming	V018 Electrical Installation and Maintenance
V024 Air Conditioning, Heating and Refrigeration	V042 Electronic Servicing
V001 Auto Body Repair	V033 Industrial Mechanics
V009 Cosmetology	V032 Machinist
V011 Dental Assistant	V038 Practical Nurse Education
V013 Diesel Vehicle Maintenance	V071 Surgical Technology
	V050 Welding

CERTIFICATE PROGRAMS – OCCUPATIONAL DIVISION

T041 Architectural Technology	V024 Air Conditioning, Heating and Refrigeration
T022 Business Computer Programming	V013 Diesel Vehicle Maintenance
T045 Electronic Engineering Servicing	V042 Electronic Servicing
T176 Automotive Technology	V032 Machinist
T189 Basic Law Enforcement Training	V072 Nursing Assistant
	V050 Welding

CURRICULUM OUTLINES AND GRADUATION REQUIREMENTS

The general requirement that a student have at least a "C" (2.0) overall average applies to all curricula. All college programs of study leading to two-year degrees are designed to ensure competence in reading, writing, oral communication, and fundamental mathematical skills. Students entering programs, not prepared to begin study in required college-level courses, must prepare themselves in appropriate developmental courses.

COLLEGE TRANSFER PROGRAM

The College Transfer Program is composed of a wide variety of courses in the arts and sciences. Courses are selected in this Program in order to obtain an Associate Degree, to fulfill related course requirements in certain occupational curricula, or to provide general educational enrichment.

Associate Degrees are offered in the Arts (A.A.), Sciences (A.S.), and Fine Arts (A.F.A.). The 96 quarter credit hours of course work leading to these degrees is designed to parallel the freshman and sophomore years of study at four-year colleges and universities.

The Associate in Arts Degree is for students desiring to pursue liberal arts and pre-professional programs in areas other than the fine arts and the sciences. Examples of Associate of Arts Degree areas are the following: business administration, business education, elementary education, secondary education, international studies, journalism, law, nursing, recreation and social work.

The Associate in Science Degree is for students desiring to enter science and/or math related fields. Examples of Associate in Science Degree areas are the following: agriculture, dentistry, engineering, forestry, mathematics, pharmacy, science, textiles, and veterinary medicine.

The Associate in Fine Arts Degree is for students desiring to pursue studies in drama, music, or visual arts.

In each of the Associate Degree curricula, certain general education courses are required in the areas of English, mathematics, natural science, social science, humanities, fine arts, and physical education. In addition to these required general education courses, other more specialized courses are suggested in various pre-professional curricula to the Associate in Arts and Associate in Science Degrees and required in the pre-professional curricula of art, drama, and music leading to the Associate in the Fine Arts Degree. Finally, in each Associate Degree curriculum, a number of credits are unspecified: courses taken to fulfill these credits are at the election of the student (called elective courses).

In the process of successfully completing this program of study, the college transfer student will have demonstrated the ability to:

- 1. Be able to communicate satisfactorily in written English.
- 2. Be able to analyze mathematical or scientific information, understand relationships among variables, and arrive at logical conclusions to specific problems.
- 3. Understand the foundation of one's own culture through a knowledge of basic themes and events in the history of western civilization.
- 4. Understand the role of life-long physical activity in enhancing the quality of one's life.
- 5. Be familiar with the aims and methods of intellectual, spiritual, literary, or artistic expressions that have shaped development of human imagination.

PHYSICAL EDUCATION COLLEGE REQUIREMENT

Any college transfer student seeking an associate degree is required to take one (1) year or three (3) quarter credits of physical education, one of which must be PED 151, Physical Conditioning and Wellness I. No more than two (2) activity courses may be taken per quarter. A student may be exempted from this requirement subject to the approval of the Dean of College Transfer Education upon presentation of a written medical exemption from his/her physician indicating a permanent physical handicap.

**GENERAL EDUCATION REQUIREMENTS FOR
THE ASSOCIATE IN ARTS DEGREE**

	Credit Hours
ENGLISH	10
English Composition 151-152	10
MATHEMATICS	5-10
College Algebra 161 or higher math	5
or	
Contemporary College Math 151 and 152	10
NATURAL SCIENCES	12
General Biology 161-162-163	12
or	
General Chemistry 161-162-163	12
or	
Physics 161-162-163 or 261-262-263	12
or	
Physical Science 151-152-153	12
SOCIAL SCIENCE	15
Western Civilization 151-152	10
or	
American History 161-162	10
and	
One additional course (from Social Science)	5

HUMANITIES AND FINE ARTS13-15

Select at least two courses in humanities and one course in Fine Arts from the following:

Humanities8-10

Literature, Foreign Language*, Philosophy, Religion,
Spanish Civilization, Speech, or Voice and Diction

Fine Arts5

Art, Drama, or Music

PHYSICAL EDUCATION3

Physical Conditioning and Wellness I (151).....1
and

Two additional activity courses.....2

TOTAL GENERAL EDUCATION REQUIREMENTS.....58-65

ELECTIVES and other suggested major curriculum courses31-38

Minimum Total Number of Credits for Degree96

*Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE IN SCIENCE DEGREE

	Credit Hours
ENGLISH10	
English Composition 151-15210	
MATHEMATICS20	
College Algebra 161 and Trigonometry 16210	
Introductory Statistics 2505	
Calculus and Analytic Geometry 261-262-263-2645-20	
Differential Equations 2655	
NATURAL SCIENCES24	
General Biology 161-162-163.....12	
or	
General Chemistry 161-162-16312	
or	
Physics 161-162-163 or 261-262-26312	
SOCIAL SCIENCES10	
Western Civilization 151-15210	
or	
American History 161-162.....10	
HUMANITIES AND FINE ARTS8	
Select at least one course in humanities and one course in Fine Arts from the following:	
Humanities	
Literature, Foreign Language*, Philosophy, Religion, Spanish Civilization, Speech, or Voice and Diction	
Fine Arts	
Art, Drama, Music	
PHYSICAL EDUCATION3	
Physical Conditioning and Wellness I (151).....1	
and	
Two additional activity courses.....2	
TOTAL GENERAL EDUCATION REQUIREMENTS75	
ELECTIVES and other suggested major curriculum courses21	
Minimum Total Number of Credits for Degree96	

*Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

THE GENERAL EDUCATION AND MAJOR CURRICULUM REQUIREMENTS FOR THE ASSOCIATE IN FINE ARTS DEGREE

	Credit Hours
ENGLISH	10
English Composition 151-152	10
MATHEMATICS	5
College Algebra 161 or higher math	5
NATURAL SCIENCES	8-12
General Biology 161-162-163	12
or	
General Chemistry 161-162-163	12
or	
Physics 161-162-163 or 261-262-263	12
or	
Physical Science 151-152-153	12
SOCIAL SCIENCE	10
Western Civilization 151-152	10
or	
American History 161-162	10
HUMANITIES AND FINE ARTS	13-15
Select at least two courses in humanities and one course in Fine Arts from the following:	
Humanities	8-10
Literature, Foreign Language*, Philosophy, Religion, Spanish Civilization, Speech, or Voice and Diction	
Fine Arts	5
Art, Drama, or Music (The selection should be one course other than in the major field of study)	
PHYSICAL EDUCATION	3
Physical Conditioning and Wellness I (151)	1
and	
Two additional activity courses	2
TOTAL GENERAL EDUCATION REQUIREMENTS	49-55
ELECTIVES and major curriculum requirements in Pre-Art, Pre- Drama, or Pre-Music (respective required courses are outlined below).	
Pre-Art (A.F.A.)	37
Art 162, 163, 171, 181, 185, or 255, 251, 252, 261, 262, 281, 282	
Pre-Drama (A.F.A.)	43
Drama 150 (to be taken two times during the first year), 151, 152, 153, 154, 250 (to be taken two times during the second year), 261, 262; Music 253; Speech 151, 152, 156.	
Pre-Music (A.F.A.)	35
Music 159 (to be taken three times during first year), 165, 166, 171, 172, 173, two courses from 251, 252, 253	
Minimum Total Number of Credits for Degree	96

*Students who have high school credit for two or more years of study in a foreign language, or who have an equivalent learning experience, may be placed in the intermediate (200 level) of the same language. In pursuing foreign languages, students should consult the requirements stated in the catalog of the senior institution to which they plan to transfer.

SUGGESTED MAJOR CURRICULUM COURSES FOR THE ASSOCIATE DEGREE IN ARTS AND SCIENCES

In addition to the general education requirements in the Associate in Arts and Associate in Science Degree areas, other courses are suggested in various major curricular areas. These curricular outlines will serve as a general guide for students. However, transfer requirements vary among senior institutions; thus, students should consult the senior institutions of their choice and work closely with faculty advisors in planning the most appropriate two-year program of study.

PRE-AGRICULTURE CURRICULUM (A.S.)

Agriculture is a complex industry built on a sound educational foundation of science and business. Upon graduation from senior institutions, students will find broad and fascinating opportunities in fields of farm management, marketing, transportation, and fertilizer and food manufacturing and processing. Agriculture majors offered at senior institutions are in biological science, business technology, conservation, plant protection agronomy, and many other individualized programs that meet the needs of the student.

General Education75
Suggested Curriculum Courses

History 151-152	10
Geography 151-152	8
Biology 161-162-163	12
Chemistry 161-162-163	12
Mathematics 161-162; 261	15
Computer Literacy IDS 151	3

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-BUSINESS ADMINISTRATION CURRICULUM (A.A.)

This curriculum includes a broad foundation in liberal arts and professional courses in order to prepare a person to transfer to a senior institution in business, and later, to meet the changing complexities of life and leadership in the business community. The selection of professional studies at senior institutions includes accounting, business administration, economics, marketing, insurance, management, finance, and industrial relations.

General Education58-65
Suggested Curriculum Courses

Business 161; 171-172	17
Economics 151-152-153	9
Mathematics 162; 261	10
Computer Literacy IDS 151	3

Minimum Total Number of Credits for Degree96

PRE-BUSINESS EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for pursuit of a baccalaureate degree in business or distributive education. With this degree, opportunities exist in teaching and office administration.

General Education58-65
Suggested Curriculum Courses

Business 151-152-153-161; 154-155-156; 171-172	41
Economics 151-152-153	9
Computer Literacy IDS 151	3

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-DENTAL CURRICULUM (A.S.)

In general, admission to dental schools requires at least three years of high level undergraduate academic performance in a variety of disciplines. Students should consult the catalogs of the dental schools to which they plan to apply for specific entrance requirements.

General Education **75**

Suggested Curriculum Courses

Biology 161-162-16312

Chemistry 161-162-16312

Psychology 2515

Sociology 1515

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-ELEMENTARY EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for pursuit of a baccalaureate degree in early childhood or intermediate education.

General Education **58-65**

Suggested Curriculum Courses

Art 1615

Education 2515

Geography 151-1528

Health 1515

History 161-16210

Music 1615

Political Science 1515

Speech 1513

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-ENGINEERING CURRICULUM (A.S.)

This curriculum prepares students to pursue baccalaureate degrees in the engineering areas of aerospace, chemical, civil, electronic, engineering mechanics, industrial, mechanical, and nuclear. Students should contact the engineering school of their choice in order to obtain specific information on degree requirements.

General Education **75**

Suggested Curriculum Courses

Chemistry 161-162-16312

Mathematics 161-162-261-262-263-264-26520-35

Physics 161-162-163 or 261-262-26312

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

PRE-FORESTRY CURRICULUM (A.S.)

This curriculum prepares students to pursue baccalaureate degrees in the areas of conservation, forestry, recreation resources management, recreation and park administration, natural resource management, and wood/paper technology.

General Education **75**

Suggested Curriculum Courses

Biology 161-162-16312

Chemistry 161-162-16312

Economics 151-152-1539

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree **96**

Credit Hours

GENERAL CURRICULUM (A.A.)

The general curriculum provides the opportunity for students to plan a broad, comprehensive educational program.

General Education58-65

Suggested Curriculum Courses

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-INTERNATIONAL STUDIES CURRICULUM (A.A.)

This curriculum is for students interested in pursuing further course work in preparation for a career abroad.

General Education58-65

Suggested Curriculum Courses

Political Science 151; 16510

Geography 151-1528

Foreign Language10-20

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-JOURNALISM CURRICULUM (A.A.)

This curriculum is for students preparing for careers in mass media.

General Education58-65

Suggested Curriculum Courses

English 2515

Speech 151-1528

Journalism 151-25110

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-LAW CURRICULUM (A.A.)

In general, admission to law school requires a high level of undergraduate academic performance in a variety of disciplines. Students desiring to enter the field of law should contact the law school which they plan to attend to determine its admission requirements. This information can then be used in determining appropriate course relations.

General Education58-65

Suggested Curriculum Courses

Economics 151-152-1539

Psychology 2515

Political Science 1515

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-LIBERAL ARTS CURRICULUM (A.A.)

This curriculum is for students wanting to pursue study in all disciplines to obtain a broad education.

General Education58-65

Suggested Curriculum Courses

Foreign Language10-20

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

Credit Hours

PRE-MATHEMATICS CURRICULUM (A.S.)

This curriculum is for students wanting to pursue a baccalaureate degree for teaching or research in mathematics.

General Education75

Suggested Curriculum Courses

Chemistry 161-162-16312

Mathematics 161-162-250-261-262-263-264-26515-35

Physics 161-162-163 or 261-262-26312

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-NURSING CURRICULUM (A.A.)

This curriculum is for students wanting to pursue a baccalaureate degree in nursing. Students should contact the nursing school of their choice in order to obtain specific information on degree requirements.

General Education58-65

Suggested Curriculum Courses

Biology 161-162-163; 171-17220

Chemistry 161-162-16312

Psychology 2515

Sociology 1515

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-PHARMACY CURRICULUM (A.S.)

This curriculum is designed for students wanting to pursue a five-year baccalaureate degree in pharmacy. Pharmacy positions can be obtained in hospitals, research, production, law enforcement, education, and, of course, private practice. Students should contact the pharmacy school of their choice in order to obtain specific information on degree requirements.

General Education75

Suggested Curriculum Courses

Economics 151-152-1539

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-RECREATION CURRICULUM (A.A.)

This curriculum is designed to prepare students for pursuit of a baccalaureate degree in recreation. Recreational positions are available at the local, state, and national level in such areas as municipal recreation, park management, and therapeutic recreation.

General Education58-65

Suggested Curriculum Courses

Health 151-1528

Recreation 251-25210

Physical Education 152; 155-156; 158-159; 1696

Psychology 251-25210

Sociology 1515

Political Science 1515

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

Credit Hours**PRE-SCIENCE CURRICULUM (A.S.)**

This curriculum is designed for students desiring to pursue baccalaureate degrees in the physical and/or biological sciences.

General Education75

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements but including advanced science courses)

Minimum Total Number of Credits for Degree96

PRE-SECONDARY EDUCATION CURRICULUM (A.A.)

This curriculum provides a basis for the pursuit of a baccalaureate degree in secondary education. Upon transferring, students will choose a subject area of concentration.

General Education58-65

Suggested Curriculum Courses

Education 2515

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-SOCIAL WORK CURRICULUM (A.A.)

This curriculum is designed for students who are desiring to undertake advanced degree work in order to seek employment with agencies that concern themselves with the welfare of disadvantaged groups in society.

General Education58-65

Suggested Curriculum Courses

Psychology 251; 25310

Sociology 151-15210

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-TEXTILES CURRICULUM (A.S.)

This curriculum is designed for students who desire to enter senior institutions with specialty degrees in textiles, i.e., the School of Textiles at North Carolina State University. Students are urged to contact the senior institution of their choice as early as possible to coordinate course planning and transfer procedures.

General Education75

Suggested Curriculum Courses

Economics 151-152-1539

Chemistry 161-162-16312

Physics 161, 162, 16312

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

PRE-VETERINARY MEDICINE CURRICULUM (A.S.)

In general, admission to schools of veterinary medicine requires achievement of a baccalaureate degree with a record of high level academic performance, particularly in the sciences. Students should consult the catalog of the veterinary schools to which they plan to apply for specific entrance requirements, and then, work closely with their faculty advisor in designing an appropriate two-year program.

General Education75

Suggested Curriculum Courses

Biology 161-162-16312

Chemistry 161-162-16312

Mathematics 2615

Computer Literacy IDS 1513

Electives (sufficient to meet degree requirements)

Minimum Total Number of Credits for Degree96

DEVELOPMENTAL STUDIES PROGRAM

The Developmental Studies Program is a student-centered, pre-credit program of instruction offered to prepare students for admission to college transfer, technical, or vocational curricula. The Developmental Studies Program consists of three series: (1) 70 Basic Skills Series (math, reading and English); (2) 80 Developmental Series (math); and (3) 90 Developmental Series (math, reading, English, and science). A student enrolls in the appropriate developmental series if he or she:

1. scores between the 15th-40th percentile on any section of the Comparative Guidance and Placement Test — Developmental Series; scores below the 15th percentile — 70 Basic Skills Series (math, reading, and English).
2. has insufficient high school background and/or desires to increase overall proficiency in English, reading, math, and/or science.
3. has enrolled in college transfer, technical, or vocational courses, but shows a need for improvement in English, reading, math, and/or science.

Various teaching techniques, specialized audiovisual equipment, and individualized instruction allow the student to progress at a comfortable rate, facilitating the maximum achievement of prescribed course objectives. The student is tested frequently to evaluate progress, and upon completion of a developmental sequence is permitted to select a curriculum suitable to his or her abilities and interests.

Students may spend one quarter to three quarters in the Basic Skills Series and one quarter to three quarters in the Developmental Series, depending upon the amount and rate of progress made. When a student who is enrolled full-time in the Developmental Studies Program is ready to enter regular curriculum studies, the student must visit an advisor and initiate a Curriculum Change Request. Once the Curriculum Change Request form has been completed, the student submits it to the Registrar's office.

OCCUPATIONAL DIVISION TECHNICAL PROGRAMS ACCOUNTING

T-016

CURRICULUM DESCRIPTION

The purpose of the Accounting curriculum is to prepare the individual to enter the accounting profession through study of accounting principles, theories and practices with related study in law, finance, management and data processing operations.

The curriculum is designed to prepare the individual for entry-level accounting positions, such as junior accountant, bookkeeper, accounting clerk, cost clerk, payroll clerk and related data processing occupations.

With experience and additional education, the individual will be able to advance to positions such as systems accountant, cost accountant, budget accountant and property accountant.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Analyze transactions and end-of-period deferral/accrual situations and prepare journal entries manually or by computer.
2. Post journal entries to general ledger accounts and subsidiary ledgers in a manual or computerized accounting system.
3. Prepare worksheets and the corresponding financial statements including cash flow using both the direct and indirect methods.
4. Know generally accepted accounting principles and the concepts and theories underlying the preparation of financial statements.
5. Maintain job order, process, and standard cost systems.
6. Prepare income tax returns for individuals and businesses.
7. Apply generally accepted auditing standards and the usual procedures employed in conducting an audit.

ACCOUNTING T-016

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FALL QUARTER				
BUS	109—Keyboarding	2	2	3
BUS	171—Principles of Accounting I	5	2	6
ECO	151—Principles of Economics I	3	0	3
ENG	121—Grammar and Composition I	3	0	3
MAT	121—Introduction to Technical Mathematics	5	0	5
		<hr/> 18	<hr/> 4	<hr/> 20
WINTER QUARTER				
BUS	110—Office Machines	2	2	3
BUS	172—Principles of Accounting II	5	2	6
ECO	152—Principles of Economics II	3	0	3
ENG	122—Grammar and Composition II	3	0	3
BCP	216—Microcomputer Applications	4	2	5
		<hr/> 17	<hr/> 6	<hr/> 20
SPRING QUARTER				
BUS	161—Introduction to Business	5	0	5
BUS	226—Cost Accounting	5	0	5
ECO	153—Principles of Economics III	3	0	3
ENG	224—Oral Communication	3	0	3
	Social Science Elective	3	0	3
		<hr/> 19	<hr/> 0	<hr/> 19
SUMMER QUARTER				
BUS	231—Accounting Internship*	0	10	1
		<hr/> 0	<hr/> 10	<hr/> 1
FALL QUARTER				
BUS	222—Intermediate Accounting I**	5	0	5
BUS	225—Auditing	5	0	5
BUS	228—Microcomputer Accounting Applications	1	4	3
ENG	123—Technical Writing	3	0	3
	Social Science Elective	3	0	3
		<hr/> 17	<hr/> 4	<hr/> 19
WINTER QUARTER				
BUS	115—Business Law I	5	0	5
BUS	123—Business Finance	5	0	5
BUS	223—Intermediate Accounting II	5	0	5
BUS	229—Taxes I	5	0	5
		<hr/> 20	<hr/> 0	<hr/> 20
SPRING QUARTER				
BUS	116—Business Law II	5	0	5
BUS	227—Special Advanced Accounting Topics	5	0	5
BUS	230—Taxes II	5	0	5
BUS	235—Business Management	5	0	5
		<hr/> 20	<hr/> 0	<hr/> 20

TOTAL QUARTER HOURS: 118

*BUS 231 is not a required course. The course will only be offered in the summer quarter to students with a 2.5 quality point average who have completed 50 credit hours. Every effort will be made to place students with preference going to students with the highest average.

**The accounting major must have at least a 2.5 average in his Principles courses (BUS 171 and BUS 172) in order to continue in the curriculum.

A student must have a 2.0 average in his 200 level accounting courses to graduate.

EVENING DIVISION ACCOUNTING

T-016

Accounting students who enroll in evening classes should be able to complete their accounting program over a period of several years. Courses must be scheduled very carefully in order to complete the program in sequence.

BUS 222 — Intermediate Accounting, begins a course sequence and is usually offered in the fall quarter. Sufficient enrollment in the course will determine whether the course is held and will also affect the offering of subsequent courses in the sequence.

ADMINISTRATIVE OFFICE TECHNOLOGY

T-030

CURRICULUM DESCRIPTION

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Compose and type business correspondence on electronic typewriters or word processing equipment and produce mailable (error free) typewritten copy from machine transcription and rough draft material.
2. Keyboard, edit, move, format, merge, paginate, and print business correspondence from WordPerfect 5.0 software on personal computers.
3. Perform basic math functions by using the touch system and employing specific machine functions and/or selectors on electronic printing calculators.
4. Communicate effectively using both oral and written communications. Employ necessary skills, technical information, and judgment required in assisting an executive. Learn to work independently.

- 5. Demonstrate knowledge of manual record management by filing correspondence by alphabetic, numeric, subject, and geographic filing systems, and exhibiting knowledge of database filing, records storage, transfer, retention, disposal, and filing supplies and equipment.
- 6. Demonstrate positive human relations and function as a responsible member of the work force and society. Understand the implications of personal appearance for succeeding in the business world.
- 7. Perform essential secretarial accounting skills used in the accounting cycle of the executive office.

ADMINISTRATIVE OFFICE TECHNOLOGY
T-030

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BUS	151 — Beginning Typewriting*	3	2	4
BUS	161 — Introduction to Business	5	0	5
ENG	100 — Grammar	3	0	3
MAT	110 — Business Mathematics	5	0	5
		16	2	17
WINTER QUARTER				
BCP	216 — Microcomputer Applications	4	2	5
BUS	110 — Office Machines	2	2	3
BUS	112 — Records Management	4	0	4
BUS	117E—Terminology and Vocabulary	3	0	3
BUS	152 — Intermediate Typewriting	3	2	4
ENG	124 — Composition	3	0	3
		19	6	22
SPRING QUARTER				
BUS	119 — Basic Word Processing	2	2	3
BUS	131 — Office Procedures	3	2	4
BUS	134 — Professional Development	3	0	3
BUS	153 — Advanced Typewriting	3	2	4
ENG	224 — Oral Communication	3	0	3
		14	6	17
FALL QUARTER				
BUS	154 — Beginning Shorthand*	3	2	4
BUS	212E—Transcription Machines I	2	2	3
BUS	218 — Advanced Word Processing	2	2	3
ENG	226 — Written Communication	3	0	3
	Social Science Elective	3	0	3
		13	6	16
WINTER QUARTER				
BUS	115 — Business Law I	5	0	5
BUS	118 — Secretarial Accounting	5	2	6
BUS	155 — Intermediate Shorthand	3	2	4
BUS	204E—Technical Typewriting I	2	2	3
BUS	213E—Transcription Machines II	2	2	3
ECO	108 — Consumer Economics	3	0	3
		20	8	24

		Hours Per Week		Quarter
		Class	Lab	Hours
SPRING QUARTER				Credit
BUS	116 — Business Law II	5	0	5
BUS	156 — Advanced Shorthand	3	2	4
BUS	205E—Technical Typewriting II	2	2	3
BUS	214E—Office Simulation	3	2	4
PSY	206 — Applied Psychology	3	0	3
		16	6	19

TOTAL QUARTER HOURS: 115

*Students may receive credit by successfully passing an examination.

ARCHITECTURAL TECHNOLOGY

T-041

CURRICULUM DESCRIPTION

The Architectural Technology curriculum provides individuals with knowledge and skills that will lead to employment and advancement in the field of architectural technology. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained or to continue toward an advanced degree in an associated field of technology.

Architectural technicians translate the architect’s design sketches into complete and accurate plans and drawings for construction purposes. The technician will be involved in work requiring a knowledge of drafting, construction materials, mechanical and structural systems, estimating, building codes, and specifications.

Initial employment opportunities exist with architectural and engineering firms, private utilities, contractors and municipal governments.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Use standard drafting tools (manual and computer) to create complete working drawings of residences and small commercial buildings on both pencil on vellum and ink on mylar.
2. Understand the general materials and methods of construction in both residential and commercial construction.
3. Understand the NC Building Code, Residential Code; be able to organize and write basic specifications and contract documents.
4. Understand the mechanical systems of buildings including plumbing, heating, cooling, electrical systems and layouts.
5. Letter in the architectural style accepted by most professional firms.
6. Understand Computer Aided Drafting with emphasis on AUTOCAD, basic DO’S and management of drawing files.
7. Understand the concepts of architectural estimating.
8. Understand the basic site development, construction planning and scheduling.

- 9. Use presentation techniques including model building, color rendering, ink rendering and perspectives.
- 10. Freehand design and sketch kitchens, baths and houses, indoor, outdoor and architectural scenes in pencil and pen.
- 11. Understand the history of architecture with emphasis on American Vernacular Design.
- 12. Operate and use the blueprint machine.

ARCHITECTURAL TECHNOLOGY
T-041

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
ARC	100—Sketching, Drawing & Composition	1	4	0	3
ARC	101—Architectural Drafting & Design I	2	0	6	4
ARC	111—Materials & Methods of Construction I	2	2	3	4
ENG	121—Grammar and Composition I	3	0	0	3
MAT	122—Technical Mathematics I	5	0	0	5
		13	6	9	19
WINTER QUARTER					
ARC	102—Architectural Drafting & Design II	2	0	6	4
ARC	110—Introduction to Architecture	2	0	3	3
ARC	112—Materials & Methods of Construction II	3	4	0	5
ENG	122—Grammar and Composition II	3	0	0	3
MAT	123—Technical Mathematics II	5	0	0	5
		15	4	9	20
SPRING QUARTER					
ARC	103—Architectural Drafting & Design III	2	2	6	5
ARC	120—Codes, Specs., & Contracts	2	2	0	3
BCP	109—Desktop Computers	1	2	0	2
CIV	105—Site Development	2	0	6	4
PHY	121—Measurements & Mechanics	3	2	0	4
		10	8	12	18
SUMMER QUARTER					
ARC	130—Architectural Estimating	3	4	0	5
ARC	140—Computer Aided Drafting & Design	2	4	0	4
		5	8	0	9
FALL QUARTER					
ARC	201—Architectural Drafting & Design IV	2	2	6	5
ARC	211—Architectural Presentations I	1	4	0	3
ENG	123—Technical Writing	3	0	0	3
POL	221—U.S. Government	3	0	0	3
	Social Science Elective	3	0	0	3
		12	6	6	17
WINTER QUARTER					
ARC	202—Architectural Drafting & Design V	2	2	6	5
ARC	212—Architectural Presentations II	2	4	0	4
ARC	221—Architectural Environmental Systems I	1	2	3	3
CIV	110—Construction Planning Methods and Equipment	3	2	0	4
ENG	224—Oral Communication	3	0	0	3
		11	10	9	19

SPRING QUARTER

ARC 203—Architectural Drafting & Design VI	2	4	6	6
ARC 210—Project Seminar	1	6	0	4
ARC 220—Portfolio	1	4	0	3
ARC 222—Architectural Environment Systems II	1	2	3	3
	<u>5</u>	<u>16</u>	<u>9</u>	<u>16</u>

TOTAL QUARTER HOURS: 118

**EVENING DIVISION
ARCHITECTURAL TECHNOLOGY
T-041
CERTIFICATE**

Completion of the following courses will result in the awarding of a certificate in Architectural Technology.

	Hours Per Week			Quarter Hours Credit
FALL QUARTER	Class	Lab	Shop	
ARC 101—Architectural Drafting & Design I	2	0	6	4
ARC 111—Material & Methods of Construction I	<u>2</u>	<u>2</u>	<u>3</u>	<u>4</u>
	4	2	9	8

WINTER QUARTER

ARC 102—Architectural Drafting & Design II	2	0	6	4
ARC 110—Introduction to Architecture	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
	4	0	9	7

SPRING QUARTER

ARC 130—Architectural Estimating	3	4	0	5
ARC 140—Computer Aided Drafting & Design	<u>2</u>	<u>4</u>	<u>0</u>	<u>4</u>
	5	8	0	9

TOTAL QUARTER HOURS: 24

ASSOCIATE DEGREE NURSING

T-059

CURRICULUM DESCRIPTION

The Associate Degree Nursing curriculum is designed to prepare graduates to integrate the principles and theories of nursing and the sciences in utilizing the nursing process in the practice of nursing. The practice of nursing by associate degree nursing graduates consists of: (1) assessing the patient's physical and mental health, including the patient's reaction to illness and treatment regimens; (2) recording and reporting the results of the nursing assessment; (3) planning, initiating, delivering, and evaluating appropriate nursing acts; (4) teaching, delegating to or supervising other personnel in implementing the treatment regimen; (5) collaborating with other health care providers in determining the appropriate health care for a patient; (6) implementing the treatment and pharmaceutical regimen prescribed by any person authorized by state law to prescribe such a regimen; (7) providing teaching and counseling about the patient's health care; (8) reporting and recording the plan for care, nursing care given, and the patient's response to that care; and (9) supervising, teaching, and evaluating those who perform or are preparing to perform nursing functions.

Graduates are eligible to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a registered nurse.

Individuals desiring a career in registered nursing should take biology, algebra and chemistry courses prior to entering the program.

In the process of successfully completing this program of study, the student will have demonstrated the ability to perform the nine components of practice as defined by the North Carolina Practice Act, 1981 which are listed above in the course description. The student will also demonstrate professional behaviors essential to the nursing practice of a registered nurse.

ADMISSIONS REQUIREMENTS

Applicant must:

1. Be a high school graduate or equivalent.
2. File the following with the Director of Admissions prior to enrollment;
 - a. an application for admission
 - b. a copy of high school transcript or GED scores and all other post-secondary school records.
3. Have satisfactory scores on Placement tests required by the college.
4. Demonstrate physical and emotional health by having a physical and dental exam.
5. Have high school chemistry or equivalent. High school Algebra I and II and Biology are recommended.

Having completed the above requirements applicants will be called for an interview.

ACADEMIC REGULATIONS

Students must maintain the quality point average in accordance with the College policy "Quality Point Average to Determine Continuance in School" for two year curricula.

Students who make a "D" or less on a nursing course or an "F" on a general education course, of three or more credit hours, will not be allowed to progress or graduate. Students who do not master calculation of medication dosage with 90% accuracy before their freshman clinical medication administration experience will be dismissed from the program.

READMISSION POLICY

Only one academic readmission will be permitted. A student requesting readmission to the Associate Degree Nursing program must complete the admission process i.e.: new references and physical and dental forms. Audit requirements for courses successfully completed will be determined based on the previous academic achievement and on an individual basis.

TRANSFER POLICY

A student requesting transfer credit to the Associate Degree Nursing Program must complete the admissions process. In addition, students must submit copies of nursing course documents, to include syllabus, outlines, and objectives for courses for which transfer credit is desired. Audit requirements for courses successfully completed will be determined on an individual basis.

ADDITIONAL REQUIREMENTS

Once enrolled in the AD Nursing program, students will be required to:

1. Purchase liability insurance annually.
2. Purchase student accident insurance if they do not have health insurance coverage.
3. Maintain membership and participate in the CCCC Association of Nursing Students. Membership fee is \$5.00 per year.
4. Demonstrate physical health as evidenced by the results of an annual physical and emotional health as evidenced by appropriate behavior.
5. Adhere to the student guidelines specific to the Associate Degree Nursing Program.

ASSOCIATE DEGREE NURSING PROGRAM T-059

		Hours Per Week	Quarter
		Class	Hours
		Lab/ Clinic	Credit
FALL QUARTER			
BIO	171—Human Anatomy and Physiology I	3	4
NUR	101—Fundamentals of Nursing	6	9
NUR	102—Nutrition	3	3
PSY	251—Introduction to Psychology	5	5
		<u>17</u>	<u>21</u>
WINTER QUARTER			
BIO	172—Human Anatomy and Physiology II	3	4
MAT	105—Math for Nurses	1	1
NUR	103—Introduction to Nursing of Adults in Health and Illness	5	9
PSY	252—Human Growth and Development	5	5
		<u>14</u>	<u>19</u>
SPRING QUARTER			
NUR	104—Nursing of Adults in Health and Illness I	6	10
PSY	253—Abnormal Psychology	5	5
SPH	151—Fundamentals of Speech	3	3
		<u>14</u>	<u>18</u>
SUMMER QUARTER (One Split Summer Session)			
NUR	105—Behavioral Disorders	10	8
		<u>10</u>	<u>8</u>
FALL QUARTER			
ENG	155—English Composition I	3	3
NUR	206—Maternal and Child Care	6	11
SOC	151—Introduction to Sociology	5	5
		<u>14</u>	<u>19</u>
WINTER QUARTER			
ENG	156—English Composition II	3	3
NUR	207—Nursing of Adults in Health and Illness II	6	11
	Elective*	3	3
		<u>12</u>	<u>17</u>
SPRING QUARTER			
ENG	157—English Composition III	3	3
NUR	208—Nursing of Adults in Health and Illness III	6	12
NUR	209—Nursing Seminar	2	2
		<u>11</u>	<u>17</u>
General Education		42	44
Nursing		45	75
TOTAL		<u>87</u>	<u>119</u>

*Students must select a course or courses which expands knowledge beyond the courses which are required. Courses which are developmental in nature do not meet this elective requirement.

Off-campus training sites for the Associate Degree Nursing Program are:

Cherry Hospital, Goldsboro, NC
Naval Hospital, Camp Lejeune, NC
Onslow Memorial Hospital, Jacksonville, NC
Britthaven of Jacksonville, Jacksonville, NC
Brynn Marr Hospital, Jacksonville, NC



AUTOMOTIVE TECHNOLOGY

T-176

CURRICULUM DESCRIPTION

Automotive Technology is designed to meet the need for preparing highly trained technicians to service and repair automobiles and light trucks equipped with highly technical electrical, electronics, and emission control systems. Emphasis is placed on the operation and servicing of the power train components, electrical systems, fuel systems, chassis and suspension and emission controls of gasoline and diesel engine vehicles. Upon completion of this curriculum, the person should have the theoretical knowledge and background to understand the systems of the newer model automobiles and should be prepared to work as a technician servicing automobiles and light duty trucks.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Understand the theory of operation of the internal combustion engine in front and rear wheel drive vehicles. Disassemble, measure and repair all major engine components.
2. Understand the theory of combustion and air pollution; understand the relationship of an engine's mechanical, electrical, fuel and emission control systems to each other and their combined effect on operation; demonstrate proper use of engine analyzers and test equipment; diagnose and repair engine running problems.
3. Understand the theory of operation of the automatic transmission. Demonstrate proper removal, installation, diagnose and repair automatic transmission related problems.
4. Understand the theory of operation of automotive clutches, transmissions and power trains; diagnose and perform repairs on clutches rear-wheel drive transmissions; transaxels and differentials.
5. Understand electrical theory; diagnose and repair electrical problems on all major automotive electrical systems; and demonstrate proper use of automotive electrical diagnostic equipment.
6. Understand theory of operation of the refrigeration system, heat exchangers and ventilation ductwork. Demonstrate proper use of air conditioning test and repair equipment; and demonstrate proper handling of R-12 refrigerant.
7. Understand the theory of operation of the automotive hydraulic braking system; demonstrate proper handling of asbestos brake material; diagnose, repair and service disc and drum brakes.
8. Understand the theory of operation of the automotive steering and suspension system; demonstrate proper use of alignment machines, tire and wheel servicing machines; and perform alignment on rear-wheel, front-wheel and four-wheel steering vehicles.

AUTOMOTIVE TECHNOLOGY

T-176

	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
FALL QUARTER				
AUM 103—Preventative Maintenance & Safety Inspection	2	0	6	4
AUM 104—Internal Combustion Engine Fundamentals	2	0	6	4
AUM 106—Engine Electrical & Fuel System Fundamentals	2	0	6	4
ENG 121—Grammar and Composition I	3	0	0	3
MAT 121—Introduction to Technical Math	5	0	0	5
	<u>14</u>	<u>0</u>	<u>18</u>	<u>20</u>
WINTER QUARTER				
AUM 105—Advanced Internal Combustion Engine ...	2	0	6	4
AUM 107—Advanced Fuel & Electrical Systems	2	0	6	4
AUM 121—Automotive Braking Systems	2	0	6	4
ENG 122—Grammar & Composition II	3	0	0	3
PHY 121—Measurements and Mechanics	3	2	0	4
	<u>12</u>	<u>2</u>	<u>18</u>	<u>19</u>
SPRING QUARTER				
AHR 101—Automotive Heating & Air Conditioning ..	2	0	6	4
AUM 110—Automotive Electronic Fundamentals	2	0	6	4
AUM 122—Auto Power Train Systems	2	0	6	4
ENG 123—Technical Writing I	3	0	0	3
	<u>9</u>	<u>0</u>	<u>18</u>	<u>15</u>
SUMMER QUARTER				
AUM 120—Computer Controlled Fuel Systems	3	0	9	6
AUM 125—Automatic Transmissions	3	0	9	6
WLD 180—Automotive Welding Principles	2	0	3	3
	<u>8</u>	<u>0</u>	<u>21</u>	<u>15</u>
FALL QUARTER				
AUM 222—Automotive Chassis & Suspension	2	0	6	4
AUM 228—Automotive Emission Systems	2	0	6	4
AUM 210—Advanced Automotive Electronic Systems .	3	0	9	6
PSY 206—Applied Psychology	3	0	0	3
	<u>10</u>	<u>0</u>	<u>21</u>	<u>17</u>
WINTER QUARTER				
AUM 203—Automotive Tune-up	3	0	9	6
AUM 227—Advanced Suspension & Alignment	2	0	6	4
POL 221—U.S. Government	3	0	0	3
	<u>8</u>	<u>0</u>	<u>15</u>	<u>13</u>
SPRING QUARTER				
AUM 204—Engine Performance & Driveability	3	0	9	6
AUM 225—Automotive Service Department Operations	3	0	9	6
ENG 224—Oral Communications	3	0	0	3
Elective (could be co-op)	2	0	0	2
	<u>11</u>	<u>0</u>	<u>18</u>	<u>17</u>

TOTAL QUARTER HOURS: 121

EVENING DIVISION
AUTOMOTIVE TECHNOLOGY
CERTIFICATE PROGRAM
T-176

	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
FALL QUARTER				
AUM 106 —Engine Electrical & Fuel System Fundamentals	2	0	6	4
AUM 222 —Automotive Chassis & Suspension	2	0	6	4
	4	0	12	8
WINTER QUARTER				
AUM 121 —Automotive Braking Systems	2	0	6	4
AUM 203*—Automotive Tune-up	3	0	9	6
	5	0	15	10
SPRING QUARTER				
AUM 104 —Internal Combustion Engine Fundamentals	2	0	6	4
AUM 110 —Automotive Electronic Fundamentals	2	0	6	4
	4	0	12	8
SUMMER QUARTER				
AHR 101 —Automotive Heating & Air Conditioning .	2	0	6	4
AUM 203*—Automotive Tune-up	3	0	9	6
	5	0	15	10

TOTAL QUARTER HOURS: 30

*NOTE: AUM 203 Tune-up may be taken in either the winter or summer quarter. AUM 203 is a MWF course.



BASIC LAW ENFORCEMENT TRAINING

T-189

CURRICULUM DESCRIPTION

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training — Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriffs’ Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and/or the Sheriffs’ Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprises in such areas as industrial, retail and private security.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

- 1. Define, explain and demonstrate by performance the duties and role of the Justice Officer (Deputy Sheriff) and or Law Enforcement Officer (Police Officer) in the Criminal Justice System in North Carolina.
- 2. Communicate effectively, verbally and in writing, with the general public and other agencies within the Criminal Justice System.
- 3. Demonstrate that they possess the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.
- 4. Take and pass the mandated comprehensive state of North Carolina final examination for certification as a Justice Officer or Law Enforcement Officer as required by their respective standards commission.
- 5. Acquire knowledge, skills and abilities which would qualify them for job opportunities with the state, county and municipal governments in North Carolina and with private enterprises in areas of industrial, retail and private security.

COURSE DESCRIPTION

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
PSC	145—Basic Law Enforcement Training (BLET)	14	26	25

This course contains all required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards. An overall view of the criminal justice system, criminal law, motor vehicle law, and patrol procedures are covered. All credits are earned through successful completion of the basic law enforcement training school.

Prerequisite: Employment in, or sponsorship by a law enforcement agency. A graduate must be 20 years of age before taking the state certification exam.

BUSINESS ADMINISTRATION

T-018

CURRICULUM DESCRIPTION

The Business Administration curriculum is designed to prepare an individual for entry into middle-management occupations in various businesses and industries. The curriculum provides an overview of the business and industrial world, its organization and management.

The purpose of the curriculum will be fulfilled through courses designed to develop competency in: (1) understanding the principles of organization and management in business operations, (2) utilizing modern techniques to make decisions, (3) understanding the economy through study and analysis of the role of production and marketing, (4) communicating orally and in writing and (5) interpersonal relationships.

Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in middle-management activities in business or industry.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Understand how the various statutes, codes and regulations which form today's legal environment affect the operation of business.
2. Understand the nature of the economic environment and be able to apply this understanding to the operation of business.
3. Acquire a basic understanding of the federal and state tax systems and how they affect the operation of business.
4. Understand and be able to use the various management styles to supervise and motivate workers so as to accomplish organizational objectives.
5. Be able to express concepts and ideas to other people by use of oral and written communication.
6. Understand the basic precepts of selling, promotion and advertising so as to effectively present the organization's product or service to its market.
7. Be able to perform basic tasks on the various machines found in a modern office and have a fundamental knowledge of keyboarding.
8. Acquire some knowledge of basic accounting procedures so as to be able to understand a balance sheet and an income statement. Be able to perform simple financial analysis from the information provided by these documents.

BUSINESS ADMINISTRATION T-018

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FALL QUARTER				
BUS	110—Office Machines	2	2	3
BUS	161—Introduction to Business	5	0	5
ECO	151—Principles of Economics I	3	0	3
ENG	121—Grammar and Composition I	3	0	3
MAT	110—Business Mathematics	5	0	5
		<hr/> 18	<hr/> 2	<hr/> 19
WINTER QUARTER				
BUS	115—Business Law I	5	0	5
BUS	171—Principles of Accounting I	5	2	6
ECO	152—Principles of Economics II	3	0	3
ENG	122—Grammar and Composition II	3	0	3
		<hr/> 16	<hr/> 2	<hr/> 17
SPRING QUARTER				
BUS	116—Business Law II	5	0	5
BUS	151—Beginning Typewriting*	3	2	4
BUS	172—Principles of Accounting II	5	2	6
ECO	153—Principles of Economics III	3	0	3
ENG	224—Oral Communication	3	0	3
		<hr/> 19	<hr/> 4	<hr/> 21
FALL QUARTER				
BCP	151—Introduction to Data Processing — Microcomputer Applications	3	2	4
BUS	232—Sales Development	3	0	3
BUS	239—Marketing	5	0	5
ENG	123—Technical Writing	3	0	3
	Social Science Elective	3	0	3
		<hr/> 17	<hr/> 2	<hr/> 18
WINTER QUARTER				
BUS	123—Business Finance	5	0	5
BUS	229—Taxes I	5	0	5
BUS	243—Advertising	3	2	4
	Social Science Elective	3	0	3
		<hr/> 16	<hr/> 2	<hr/> 17
SPRING QUARTER				
BUS	219—Credit Procedures	3	0	3
BUS	230—Taxes II	5	0	5
BUS	233—Principles of Supervision	3	0	3
BUS	235—Business Management	5	0	5
BUS	245—Retailing	3	0	3
		<hr/> 19	<hr/> 0	<hr/> 19

TOTAL QUARTER HOURS: 111

*Students may receive credit by successfully passing an examination.

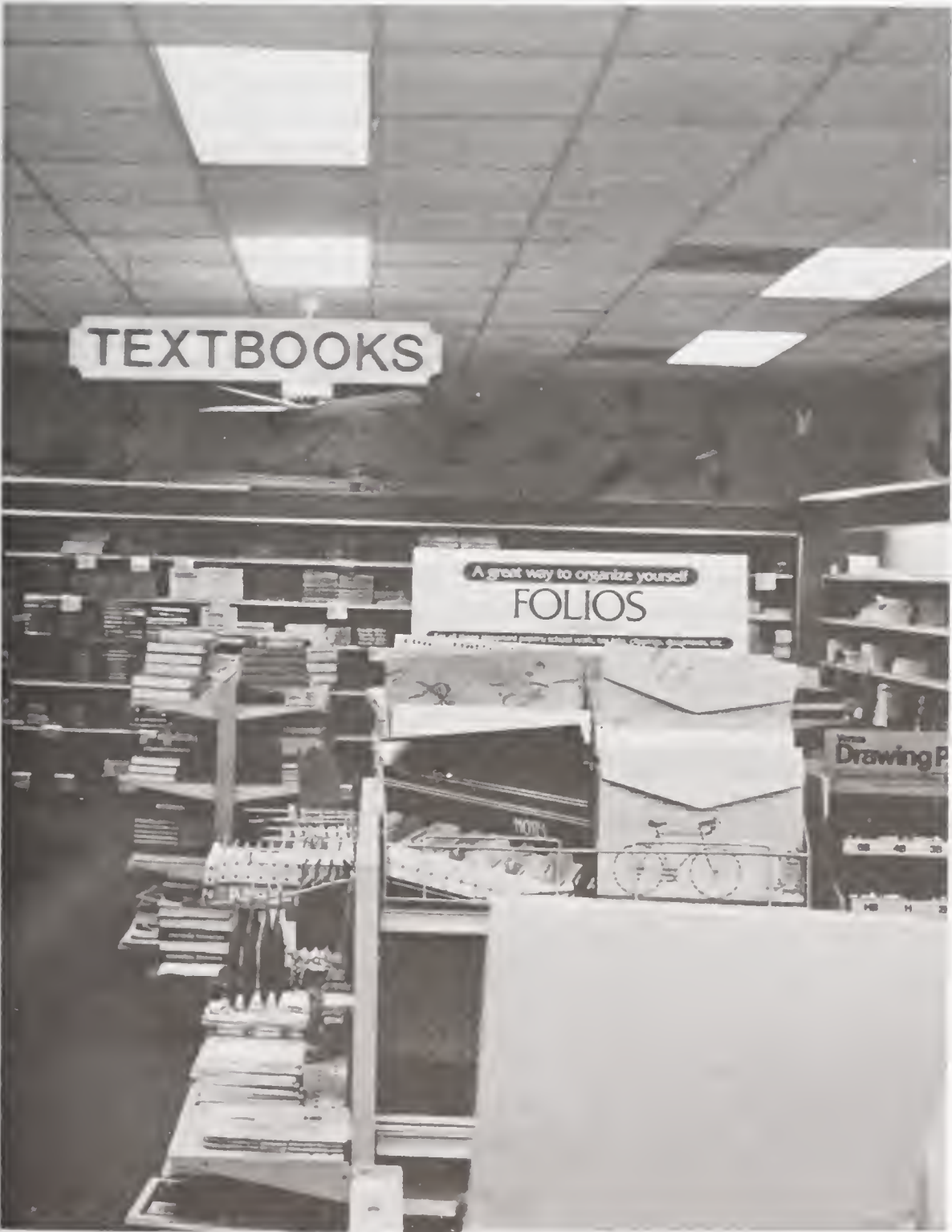
EVENING DIVISION
BUSINESS ADMINISTRATION
T-018

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BUS	161—Introduction to Business	5	0	5
ENG	121—Grammar and Composition I	3	0	3
MAT	110—Business Mathematics	5	0	5
		13	0	13
WINTER QUARTER				
BUS	115—Business Law I	5	0	5
BUS	171—Principles of Accounting I	5	2	6
ENG	122—Grammar and Composition II	3	0	3
		13	2	14
SPRING QUARTER				
BUS	116—Business Law II	5	0	5
BUS	172—Principles of Accounting II	5	2	6
BUS	245—Retailing	3	0	3
		13	2	14
SUMMER QUARTER				
BCP	151—Introduction to Data Processing — Microcomputer Applications	3	2	4
BUS	110—Office Machines	2	2	3
BUS	219—Credit Procedures	3	0	3
BUS	239—Marketing	5	0	5
		13	4	15
FALL QUARTER				
BUS	232—Sales Development	3	0	3
BUS	235—Business Management	5	0	5
ECO	151—Principles of Economics I	3	0	3
ENG	224—Oral Communication	3	0	3
		14	0	14
WINTER QUARTER				
BUS	229—Taxes I	5	0	5
ECO	152—Principles of Economics II	3	0	3
ENG	123—Technical Writing	3	0	3
	Social Science Elective	3	0	3
		14	0	14
SPRING QUARTER				
BUS	230—Taxes II	5	0	5
BUS	233—Principles of Supervision	3	0	3
BUS	243—Advertising	3	2	4
ECO	153—Principles of Economics III	3	0	3
		14	2	15

SUMMER QUARTER

BUS 151—Beginning Typewriting*	3	2	4
BUS 123—Business Finance	5	0	5
Social Science Elective	3	0	3
	11	2	12

*Students may receive credit by successfully passing an examination.



BUSINESS COMPUTER PROGRAMMING

T-022

CURRICULUM DESCRIPTION

The primary objective of the Business Computer Programming curriculum is to prepare individuals for gainful employment as computer programmers. The objective is fulfilled through study and application in areas such as computer and systems theories and concepts, data processing techniques, business operations, logic, flow charting, programming procedures and languages and types, uses and operation of equipment.

Entry-level jobs as computer programmer and computer programmer trainee are available. With experience and additional education, the individual may enter jobs such as data processing manager, computer programmer manager, systems analyst and systems manager.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

- 1. Analyze existing manual business procedures and design computer programs to fully automate those systems.
- 2. Use software development tools to create applications for use in microcomputer systems.
- 3. Create computer programs in COBOL, Pascal, BASIC and, RPG.
- 4. Define and describe on-line, interactive, and real-time computer systems.
- 5. Work as a part of a team in the development of software.
- 6. Understand the need for security and confidentiality to maintain the integrity of the system.
- 7. Be able to communicate satisfactorily in written and oral English.

BUSINESS COMPUTER PROGRAMMING

T-022

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BCP	106—Programming Concepts I	4	2	5
BCP	161—Introduction to Data Processing	5	0	5
MAT	160—Intermediate Algebra	5	0	5
		14	2	15
WINTER QUARTER				
BCP	107—Programming Concepts II	4	2	5
BUS	171—Principles of Accounting I	5	2	6
MAT	107—Business Computer Programming Math	5	0	5
		14	4	16

SPRING QUARTER

BCP 206—Introduction to COBOL	3	4	5
BCP 215—Operating Systems	4	2	5
BUS 172—Principles of Accounting II	5	2	6
	<u>12</u>	<u>8</u>	<u>16</u>

SUMMER QUARTER

BCP 218—Microcomputer Programming	3	4	5
BCP 228—Software Development Tools	3	4	5
BUS 226—Cost Accounting	5	0	5
ENG 121—Grammar and Composition I	3	0	3
	<u>14</u>	<u>8</u>	<u>18</u>

FALL QUARTER

BCP 207—Intermediate COBOL	3	4	5
BCP 219—Database Management	4	2	5
BUS 161—Introduction to Business	5	0	5
ENG 122—Grammar and Composition II	3	0	3
	<u>15</u>	<u>6</u>	<u>18</u>

WINTER QUARTER

BCP 208—Advanced COBOL	3	4	5
BCP 224—Report Program Generator	4	2	5
ENG 123—Technical Writing	3	0	3
MAT 250—Introductory Statistics	4	2	5
	<u>14</u>	<u>8</u>	<u>18</u>

SPRING QUARTER

BCP 220—Introduction to Systems Analysis	3	4	5
BCP 225—Report Program Generator	4	2	5
ENG 224—Oral Communications	3	0	3
Social Science Elective	3	0	3
	<u>13</u>	<u>6</u>	<u>16</u>

TOTAL QUARTER HOURS: 117

EVENING DIVISION**BUSINESS COMPUTER PROGRAMMING****T-022****DIPLOMA**

Completion of the following courses will result in the awarding of a Diploma in Business Computer Programming.

		Hours Per Week	Quarter Hours Credit
FALL QUARTER		Class	Lab
BCP 161—Introduction to Data Processing	5	0	5
ENG 121—Grammar and Composition I	3	0	3
	<hr/> 8	<hr/> 0	<hr/> 8
WINTER QUARTER			
BCP 106—Programming Concepts I	4	2	5
MAT 160—Intermediate Algebra	5	0	5
	<hr/> 9	<hr/> 2	<hr/> 10

SPRING QUARTER

BCP 107—Programming Concepts II	4	2	5
ENG 122—Grammar and Composition II	3	0	3
	<u>7</u>	<u>0</u>	<u>8</u>

SUMMER QUARTER

BCP 206—Introduction to COBOL	3	4	5
BCP 228—Software Development Tools	3	4	5
	<u>6</u>	<u>8</u>	<u>10</u>

FALL QUARTER

BCP 207—Intermediate COBOL	3	4	5
BUS 171—Principles of Accounting I	5	2	6
	<u>8</u>	<u>6</u>	<u>11</u>

WINTER QUARTER

BCP 218—Microcomputer Programming	3	4	5
BUS 172—Principles of Accounting II	5	2	6
	<u>8</u>	<u>6</u>	<u>11</u>

SPRING QUARTER

BCP 215—Operating Systems	4	2	5
BUS 226—Cost Accounting	5	0	5
	<u>9</u>	<u>2</u>	<u>10</u>

NOTE: These courses may be taken during the day or evening.

EVENING DIVISION**BUSINESS COMPUTER PROGRAMMING****T-022****CERTIFICATE**

Completion of the following courses will result in the awarding of a Certificate in Business Computer Programming.

	Hours Per Week		Quarter Hours Credit
	Class	Lab	
FALL QUARTER			
BCP 161—Introduction to Data Processing	5	0	5
ENG 121—Grammar and Composition I	3	0	3
	<u>8</u>	<u>0</u>	<u>8</u>
WINTER QUARTER			
BCP 106—Programming Concepts I	4	2	5
BUS 171—Principles of Accounting I	5	2	6
	<u>9</u>	<u>4</u>	<u>11</u>
SPRING QUARTER			
BCP 107—Programming Concepts II	4	2	5
BCP 215—Operating Systems	4	2	5
	<u>8</u>	<u>4</u>	<u>10</u>
SUMMER QUARTER			
BCP 206—Introduction to COBOL	3	4	5
BCP 228—Software Development Tools	3	4	5
	<u>6</u>	<u>8</u>	<u>10</u>

NOTE: These courses may be taken during the day or evening.

CRIMINAL JUSTICE-PROTECTIVE SERVICE TECHNOLOGY

T-129

CURRICULUM DESCRIPTION

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualifies one for job opportunities with private enterprise in such areas as industrial, retail and private security.

SPECIAL NOTE: One course each in corrections and security is offered rather than individual tracks.

In the process of successfully completing this program of study, the student is preparing for similar types of work in private security and federal, state, county and city law enforcement and correction agencies. Concerning these areas of work the student will have demonstrated the ability to:

1. State the roles, responsibilities, relationships, attitudes and general legal parameters of the worker, victim, suspect, society and the systems of the courts, law enforcement and corrections.
2. Perform the tasks of a basic investigator. Utilize expert witnesses to enhance the basic investigation.

- 3. Perform business writing skills using correct diction and style.
- 4. Utilize broad areas of mathematics which have contributed to the development of modern civilization.
- 5. Demonstrate the use of computer word processing and spreadsheet programs.
- 6. Demonstrate orally the ability to logically organize and present ideas in business world applications.

CRIMINAL JUSTICE
T-129

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
CJC	101—Introduction to the Administration of Justice	5	0	5
CJC	113—Identification Techniques	3	0	3
ENG	121—Grammar and Composition I	3	0	3
POL	151—American Federal Government	5	0	5
		16	0	16
WINTER QUARTER				
CJC	102—Introduction to Criminology	5	0	5
CJC	120—Interviews and Interrogations	3	2	4
ENG	122—Grammar and Composition II	3	0	3
MAT	151—Contemporary College Math I	5	0	5
		16	2	17
SPRING QUARTER				
BIO	171—Human Anatomy and Physiology I	3	3	4
CJC	115—Criminal Law I	3	0	3
CJC	130—Police Operations	5	0	5
ENG	123—Technical Writing	3	0	3
		14	3	15
SUMMER QUARTER				
BCP	216—Microcomputer Applications	4	2	5
CJC	104—Introduction to Security	3	0	3
CJC	116—Criminal Law II	3	0	3
CJC	140—Criminal Justice Supervision	3	2	4
		13	4	15
FALL QUARTER				
CJC	202—Criminal Justice and the Community	3	0	3
CJC	210—Fundamentals of Investigation I	3	2	4
CJC	225—Criminal Procedures	3	0	3
ENG	224—Oral Communication	3	0	3
HEA	152—First Aid and Safety	3	0	3
		15	2	16
WINTER QUARTER				
CJC	200—Juvenile Delinquency	3	0	3
CJC	211—Fundamentals of Investigation II	3	2	4
POL	152—State and Local Government	5	0	5
SOC	152—Social Problems	5	0	5
		16	2	17

SPRING QUARTER

CJC	220—Criminal Justice Organization and Administration	3	0	3
CJC	230—Introduction to Corrections	5	0	5
CJC	240—Officer Survival & Apprehensive Tactics	3	2	4
LEG	205—Evidence	3	0	3
	Social Science Elective	3	0	3
		<u>17</u>	<u>2</u>	<u>18</u>

TOTAL QUARTER HOURS: 114

CRIMINAL JUSTICE

The following course substitutions may be made:

COURSE NO.	COURSE TITLE	IN LIEU OF
MAT 160	Intermediate Algebra	MAT 151
PSC 145	Basic Law Enforcement Training	CJC 130

(Other substitutions are listed under COURSE SUBSTITUTIONS which is listed at the beginning of the course descriptions.)

The following course may be taken as a criminal justice elective.

CJC 245	Criminal Justice Internship
---------	-----------------------------

Students should consider their educational career goals and whether they choose technical courses or college transfer for the humanities areas of study.

EVENING DIVISION**CRIMINAL JUSTICE****T-129**

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BCP	216—Microcomputer Applications	4	2	5
CJC	101—Introduction to the Administration of Justice	5	0	5
CJC	225—Criminal Procedures	3	0	3
	Social Science Elective	3	0	3
		<u>15</u>	<u>2</u>	<u>16</u>
WINTER QUARTER				
CJC	102—Introduction to Criminology	5	0	5
CJC	115—Criminal Law I	3	0	3
ENG	121—Grammar and Composition I	3	0	3
POL	152—State and Local Government	5	0	5
		<u>16</u>	<u>0</u>	<u>16</u>
SPRING QUARTER				
CJC	116—Criminal Law II	3	0	3
CJC	220—Criminal Justice Organization and Administration	3	0	3
CJC	240—Officer Survival & Apprehension Tactics	3	2	4
POL	151—American Federal Government	5	0	5
		<u>14</u>	<u>2</u>	<u>15</u>

SUMMER QUARTER

CJC	120—Interviews and Interrogations	3	2	4
CJC	210—Fundamentals of Investigation I	3	2	4
ENG	122—Grammar and Composition II	3	0	3
		<hr/> 9	<hr/> 4	<hr/> 11

FALL QUARTER

CJC	104—Introduction to Security	3	0	3
CJC	113—Identification Techniques	3	0	3
CJC	202—Criminal Justice and the Community	3	0	3
MAT	151—Contemporary College Math I	5	0	5
		<hr/> 14	<hr/> 0	<hr/> 14

WINTER QUARTER

CJC	200—Juvenile Delinquency	3	0	3
CJC	211—Fundamentals of Investigation II	3	2	4
ENG	224—Oral Communication	3	0	3
SOC	152—Social Problems	5	0	5
		<hr/> 14	<hr/> 2	<hr/> 15

SPRING QUARTER

CJC	140—Criminal Justice Supervision	3	2	4
CJC	230—Introduction to Corrections	5	0	5
ENG	123—Technical Writing	3	0	3
HEA	152—First Aid and Safety	3	0	3
		<hr/> 14	<hr/> 2	<hr/> 15

SUMMER QUARTER

BIO	171—Human Anatomy and Physiology I	3	3	4
CJC	130—Police Operations	5	0	5
LEG	205—Evidence	3	0	3
		<hr/> 11	<hr/> 3	<hr/> 12



DENTAL HYGIENE

T-054

CURRICULUM DESCRIPTION

The Dental Hygiene curriculum prepares graduates to take patient histories, teach oral hygiene, clean teeth, take x-rays and apply preventive agents under the supervision of a dentist. Dental hygienists may be employed in dentists' offices, clinics, schools, public health agencies, industry and educational institutions.

Graduates are eligible to take the National Board Dental Hygiene Examination, which is administered by the American Dental Association, Joint Commission on Dental Examinations; and the State Board Clinical Examination, which is administered by the North Carolina Board of Dental Examiners. A passing grade on both examinations is required for practice as a Registered Dental Hygienist in North Carolina.

Individuals desiring a career in dental hygiene should take biology, algebra, and chemistry courses prior to entering the program.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Demonstrate a sound grasp of basic skills and knowledge in the basic sciences, dental sciences and general education and dental hygiene science.
2. Practice dental hygiene as an integral member of the dental health team within the ethical and legal framework of the profession with a high standard of competency.
3. Effectively apply oral and written communication skills in interaction with patients, members of the dental team and other health care professionals.
4. Successfully pass the National Board Dental Hygiene Examination and any State or Regional Board Exam.

ADMISSIONS REQUIREMENTS

Special admission requirements in addition to the regular college requirements:

1. High school chemistry and preferably have pursued the college preparatory curriculum including biology and two units of mathematics.
2. Personal interview by members of the Admissions Committee.

ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining a "C" grade in a dental-related course. A student will be suspended from the Dental Hygiene Program if a grade of less than "C" is earned in a dental-related course (DEN). In the case of a lecture/laboratory course, a "C" must be maintained in both the lecture and the laboratory components in order to remain in the program.

DENTAL HYGIENE

T-054

		Hours Per Week	Quarter
		Class	Hours
		Lab/ Clinic	Credit
FALL QUARTER			
BIO	171—Human Anatomy and Physiology I	3	4
DEN	101—Dental Anatomy	3	3
DEN	102—Head and Neck Anatomy	3	3
DEN	111—Preclinical Dental Hygiene I	3	6
DEN	125—First Aid and Emergencies (CPR)	0	1
		<u>12</u>	<u>17</u>
WINTER QUARTER			
BIO	172—Human Anatomy and Physiology II	3	4
CHE	131—General and Organic Chemistry	4	5
DEN	112—Preclinical Dental Hygiene II	2	5
DEN	121—General and Oral Pathology	4	4
		<u>13</u>	<u>18</u>
SPRING QUARTER			
BIO	173—Introduction to Microbiology	3	4
CHE	132—Biochemistry and Nutrition	4	4
DEN	113—Clinical Dental Hygiene I	2	5
DEN	212—Dental Radiology	3	4
DEN	224—Dental Specialties	3	3
		<u>15</u>	<u>20</u>
SUMMER QUARTER (5 1/2 WEEKS)			
DEN	214—Clinical Dental Hygiene II	2	3
DEN	234—Dental Materials	6	4
DEN	235—Dental Pharmacology/Dental Emergencies	4	2
		<u>12</u>	<u>9</u>
FALL QUARTER			
DEN	135—Dental Health Education	2	2
DEN	204—Chairside Assisting	1	2
DEN	215—Clinical Dental Hygiene III	3	7
DEN	222—Periodontology	2	2
ENG	155—English Composition I	3	3
PSY	206—Applied Psychology	3	3
		<u>14</u>	<u>19</u>
WINTER QUARTER			
DEN	216—Clinical Dental Hygiene IV	3	7
DEN	225—Dental Specialties Clinic	0	1
DEN	226—Community Dentistry I	4	4
ENG	156—English Composition II	3	3
SOC	151—Introduction to Sociology	5	5
		<u>15</u>	<u>20</u>
SPRING QUARTER			
DEN	217—Clinical Dental Hygiene V	3	7
DEN	227—Community Dentistry II	0	1
DEN	228—Dental Office Management	2	2
SPH	151—Fundamentals of Speech	3	3
	English, Social Science/Humanities		
	Elective	3	3
		<u>11</u>	<u>16</u>

TOTAL QUARTER HOURS: 119

Off-campus training site for the Dental Hygiene Program is:

Naval Dental Clinic, Camp Lejeune, NC

Naval Hospital, Camp Lejeune, NC

ELECTRONICS ENGINEERING TECHNOLOGY

T-045

CURRICULUM DESCRIPTION

The Electronics curriculum provides a basic background in electronic related theory, with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may work as assistants to engineers or as liaisons between engineers and skilled craftspersons.

The electronics technician will start in one or more of the following areas: research, design, development, production, maintenance or sales. The graduate may begin as an electronics technician, an engineering aide, laboratory technician, supervisor or equipment specialist.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Demonstrate a basic understanding of DC and AC circuit analysis through the application of Ladder Techniques, Branch/Mesh/Node Voltage equation writing and solution, and Network Theorems. Also demonstrate a basic understanding of Filter network and AC Poly-phase power.
2. Demonstrate an understanding and use of basic electronic components to include semiconductor devices diodes, Zener diodes, transistors, silicon-controlled rectifiers, triacs, and optoelectronic devices, power supplies, amplifiers, and control circuits. Use and analyze circuits that contain operational amplifiers and linear integrated circuits.
3. Use basic test equipment and measuring instruments, including spectrum analyzers and logic analyzers.
4. Design, build, and analyze circuits with linear/digital integrated circuits. Demonstrate a basic understanding of a microcomputer system that incorporates both RAM and PROM memory, input and output ports, and specialized interfacing components.
5. Program a microprocessor in assembly language and perform programming in BASIC to solve engineering problems. Use a computer aided analog circuit simulation and analysis program to analyze and design circuits.
6. Demonstrate an understanding of AM, FM single-sideband, television, and digital communications systems.
7. Demonstrate the ability to perform a basic experiment and present the results in an accurate well-written Technical Report.
8. Demonstrate a basic understanding of Physics principles such as energy, power, work, friction, heat transfer, basic statics and dynamics, weights and measures.

ELECTRONICS ENGINEERING TECHNOLOGY T-045

		Hours Per Week		Quarter Hours Credit
FALL QUARTER		Class	Lab	
DFT	113—Electronic Drafting	2	6	4
ELC	111—Introduction to Electric Circuits	3	6	5
ENG	151—Composition and Rhetoric	5	0	5
MAT	121—Introduction to Technical Mathematics	5	0	5
		15	12	19
WINTER QUARTER				
ELC	112—Electrical Fundamentals I (DC)	3	6	5
ELN	118—Basic Logic Circuits	3	4	5
ENG	152—Composition and Literature	5	0	5
MAT	122—Technical Mathematics I	5	0	5
		16	10	20
SPRING QUARTER				
ELC	113—Electrical Fundamentals II (AC)	3	6	5
ELN	121—Electronics I (Devices)	3	6	5
MAT	123—Technical Mathematics II	5	0	5
SPH	151—Fundamentals of Speech	3	0	3
		14	12	18
SUMMER QUARTER				
ELC	114—Electrical Fundamentals III (Network Analysis)	3	3	4
ELN	122—Electronics II (Circuits)	3	6	5
MAT	124—Technical Mathematics III	5	0	5
	Social Science Elective	3	0	3
		14	9	17
FALL QUARTER				
BCP	205—BASIC Programming	3	2	4
ELN	123—Electronics III (Active Circuit Analysis)	3	6	5
ELN	219—Digital Fundamentals	3	6	5
PHY	161—Physics: Mechanics	3	2	4
		12	16	18
WINTER QUARTER				
ELN	224—Computer and Microprocessor Fundamentals	3	6	5
*	—Instrumentation/Communications Elective	3	6	5
ELN	246—Electronics Design Project	0	6	2
PHY	162—Physics: Electricity and Magnetism	3	2	4
		9	20	16
SPRING QUARTER				
ELN	225—Microprocessor Interfacing	3	6	5
**	—Communications/Instrumentation Elective	3	6	5
PHY	163—Physics: Light Sound & Modern Physics	3	2	4
	Social Science Elective	3	0	3
		12	14	17

TOTAL QUARTER HOURS: 125

*INSTRUMENTATION ELECTIVE (Pick one; Depends on enrollment)

ELN 223—Electronic Instruments and Measurements

ELN 234—Bio-Medical Instrumentation

**COMMUNICATIONS ELECTIVE (Pick one; Depends on enrollment)

ELN 242—Communications

ELN 245—Computer Communications

In addition to the Associate of Applied Science Degree, the Electronics Engineering Technology curriculum offers four certificate programs for technicians in need of training.

BASIC ELECTRICITY CERTIFICATE

The Basic Electricity Certificate curriculum provides instruction in circuit theory and circuit analysis techniques that are required to construct, and maintain electrical equipment.

	Credit Hours
ELC 111—Introduction to Electric Circuits	5
ELC 112—Electrical Fundamentals I (DC)	5
ELC 113—Electrical Fundamentals II (AC)	5
ELC 114—Electrical Fundamentals III (Network Analysis)	4
	<hr/> 19

BASIC ELECTRONICS CERTIFICATE

The Basic Electronics Certificate curriculum provides instruction in circuit theory and circuit analysis techniques that are required to design, construct, and maintain electronic equipment.

	Credit Hours
ELC 112—Electrical Fundamentals I (DC)	5
ELN 121—Electronics I (Device)	5
ELN 122—Electronics II (Circuits)	5
ELN 123—Electronics III (Active Circuit Analysis)	5
	<hr/> 20

DIGITAL/MICROPROCESSOR CERTIFICATE

The Digital/Microprocessor Certificate curriculum provides advanced instruction in digital circuits and microprocessor theory and applications, for technicians who need to update their training in this rapidly expanding field.

	Credit Hours
ELN 118—Basic Logic Circuits	5
ELN 219—Digital Fundamentals	5
ELN 224—Computer & Microprocessor Fundamentals	5
ELN 225—Microprocessor Interfacing	5
	<hr/> 20

INSTRUMENTATION CERTIFICATE

The Instrumentation Certificate curriculum provides advanced instruction in transistor theory, operational amplifier applications, and selection of transducers for measurement applications in industry and biomedical uses.

	Credit Hours
ELN 122—Electronics II (Circuits)	5
ELN 123—Electronics III (Active Circuit Analysis)	5
ELN 223—Electronic Instruments & Measurements	5
ELN 234—Biomedical Instrumentation	5
	<hr/> 20

INDIVIDUALIZED STUDIES

Individualized studies is a unique program of college credit courses that uses computer aided, self-paced instruction. Each student, in conjunction with the instructor, establishes the hours to be attended. The student must meet with the department chairman to tailor his/her program.



FIRE PROTECTION TECHNOLOGY

T-063

CURRICULUM DESCRIPTION

The Fire Protection curriculum is designed to enable individuals to draw on technical and professional knowledge in making effective decisions concerning fire protection. Through technical education, the individual acquires specialized knowledge in this field of public service and develops specific competencies for the performance of fire service administrative and supervisory duties. The curriculum includes areas such as the scientific understanding of fire hazards and their control and general courses that prepare one to work with people harmoniously.

Opportunities are excellent for the individual with adequate training and ability. Students seeking employment may be hired by governmental agencies, industrial firms, educational organizations and insurance rating organizations. Employed persons should have opportunities for positions requiring increased skill and responsibility as they increase their job competence.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Think and respond successfully under emergency conditions.
2. Communicate effectively, verbally and in writing to and with counterparts.
3. Describe the roll of the fire department in arson detection.
4. Develop a fire departments training program.
5. Inspect and or maintain building fire protection systems.
6. Inspect and or maintain fire alarm systems.
7. Develop fire department organizations that are consistent with the size and needs of a community or municipality.
8. Analyze fire hazards vice fire protection and how they effect insurance rates.
9. Analyze water distribution and fire flow requirements for structural fire protection.
10. Identify the hazardous materials incident and the related decision-making procedures that should be followed.

FIRE PROTECTION TECHNOLOGY

T-063

This curriculum is offered on a 10 quarter schedule and is up-dated every fall, and will accommodate full-time students as well as part-time students. All courses are offered on a flip-flop basis: each class session is repeated twice a week, day and night, and students fulfill attendance requirements by meeting two of the four weekly class sessions. This arrangement allows students with varied work schedules the opportunity to attend school while working full-time.

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FALL QUARTER 1990				
ENG	121—Grammar and Composition I	3	0	3
FIP	101—Introduction to Fire Protection	3	0	3
FIP	115—Fire Prevention Programs	3	0	3
FIP	205—Industrial Fire Hazards	3	3	4
		<u>12</u>	<u>3</u>	<u>13</u>
WINTER QUARTER 1990				
ELC	102 Electrical Standards for Fire Protection	3	2	4
ENG	122—Grammar and Composition II	3	0	3
FIP	211—Insurance Grading Schedules	3	0	3
MAT	151—Contemporary College Math I	5	0	5
		<u>14</u>	<u>2</u>	<u>15</u>
SPRING QUARTER 1991				
CHE	150—Introductory Chemistry	3	2	4
ENG	123—Technical Writing	3	0	3
FIP	102—Municipal Fire Protection	3	0	3
FIP	246—Portable & Fixed Extinguishing Systems....	3	2	4
		<u>12</u>	<u>4</u>	<u>14</u>
SUMMER QUARTER 1991				
FIP	220—Fire Fighting Strategy	2	3	3
	Elective	3	0	0
		<u>5</u>	<u>3</u>	<u>6</u>
FALL QUARTER 1991				
DFT	118—Drafting & Blueprint Interpretation	2	4	4
FIP	101—Introduction to Fire Protection	3	0	3
FIP	231—Sprinkler & Standpipe Systems	3	3	4
FIP	244—Fire Alarm Systems	3	0	3
		<u>11</u>	<u>7</u>	<u>14</u>
WINTER QUARTER 1991				
BCP	216—Microcomputer Applications	4	2	5
FIP	135—Training Programs & Methods of Instruction	4	0	4
FIP	235—Inspection Principles & Practices	3	4	5
	Elective	3	0	3
		<u>14</u>	<u>6</u>	<u>17</u>
SPRING QUARTER 1992				
FIP	104—Fire Protection Codes and Standards	2	3	3
FIP	218—Hazardous Materials	3	2	4
SPH	151—Fundamentals of Speech	3	0	3
	Elective	3	0	3
		<u>11</u>	<u>5</u>	<u>13</u>
SUMMER QUARTER 1992				
BUS	233—Principles of Supervision	3	0	3
FIP	201—Arson Detection and Investigation	3	3	4
		<u>6</u>	<u>3</u>	<u>7</u>

FALL QUARTER 1992

FIP	101—Introduction to Fire Protection	3	0	3
FIP	225—Fire Protection Law	3	0	3
FIP	230—Hydraulics & Water Distribution Systems . . .	3	2	4
POL	152—State and Local Government	5	0	5
		<u>14</u>	<u>2</u>	<u>15</u>

WINTER QUARTER 1992

FIP	216—Chemical and Radiation Hazards	3	2	4
PHY	122—Properties of Matter, Temperature, and Heat	3	2	4
		<u>6</u>	<u>4</u>	<u>8</u>

TOTAL QUARTER HOURS: 116

The following substitutions may be made:

COURSE NO.	COURSE TITLE	IN LIEU OF
CHE 161	General Chemistry I	CHE 150
CJC 221	Criminal Justice Supervision	BUS 233
MAT 161	College Algebra	MAT 151

(Other substitutions are listed under COURSE SUBSTITUTIONS which is listed at the beginning of the course descriptions.

Electives may be selected from the following: Economics, Psychology, Sociology, Social Science, Humanities, Fine Arts, Government, History, or Physical Education. In addition, the Criminal Justice curriculum offers courses which are of relevance to fire protection students. Students should obtain the guidance of a counselor or a Fire Protection faculty advisor prior to registering for elective courses.

GENERAL OFFICE TECHNOLOGY

T-033

CURRICULUM DESCRIPTION

The purposes of the General Office curriculum are to prepare the individual to enter clerical-office occupations, provide an educational program for individuals wanting education for upgrading (moving from one position to another) or retraining (moving from present position to a clerical position), and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of typewriting, filing and business machines. Through these skills and through development of personal competencies and qualities, the individual will be able to function effectively in office-related activities.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Compose and type business correspondence on electronic typewriters or word processing equipment and produce mailable (error free) type-written copy from machine transcription and rough draft material.
2. Keyboard, edit, move, format, merge, paginate, and print business correspondence from WordPerfect 5.0 software on personal computers.
3. Perform basic math functions by using the touch system and employing specific machine functions and/or selectors on electronic printing calculators.
4. Communicate effectively using both oral and written communications. Employ necessary skills, technical information, and judgment required in assisting an executive. Learn to work independently.
5. Demonstrate knowledge of manual record management by filing correspondence by alphabetic, numeric, subject, and geographic filing systems, and exhibiting knowledge of database filing, records storage, transfer, retention, disposal, and filing supplies and equipment.
6. To perform essential secretarial accounting skills used in the accounting cycle of an executive office.
7. Demonstrate positive human relations and function as a responsible member of the work force and society. Understand the implications of personal appearance for succeeding in the business world.

GENERAL OFFICE TECHNOLOGY T-033

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FALL QUARTER				
BUS	151 — Beginning Typewriting*	3	2	4
BUS	161 — Introduction to Business	5	0	5
ENG	100 — Grammar	3	0	3
MAT	110 — Business Mathematics	5	0	5
		<hr/> 16	<hr/> 2	<hr/> 17
WINTER QUARTER				
BCP	216 — Microcomputer Applications	4	2	5
BUS	110 — Office Machines	2	2	3
BUS	112 — Records Management	4	0	4
BUS	117E—Terminology & Vocabulary	3	0	3
BUS	152 — Intermediate Typewriting	3	2	4
ENG	124 — Composition	3	0	3
		<hr/> 19	<hr/> 6	<hr/> 22
SPRING QUARTER				
BUS	119 — Basic Word Processing	2	2	3
BUS	131 — Office Procedures	3	2	4
BUS	134 — Professional Development	3	0	3
BUS	153 — Advanced Typewriting	3	2	4
ENG	224 — Oral Communication	3	0	3
		<hr/> 14	<hr/> 6	<hr/> 17
FALL QUARTER				
BUS	212E—Transcription Machines I	2	2	3
BUS	218 — Advanced Word Processing	2	2	3
ENG	226 — Written Communication	3	0	3
PSY	206 — Applied Psychology	3	0	3
	Social Science Elective	3	0	3
		<hr/> 13	<hr/> 4	<hr/> 15
WINTER QUARTER				
BUS	115 — Business Law I	5	0	5
BUS	204E—Technical Typewriting I	2	2	3
BUS	213 — Transcription Machines II	2	2	3
BUS	220 — Recordkeeping I	5	2	6
ECO	108 — Consumer Economics	3	0	3
		<hr/> 17	<hr/> 6	<hr/> 20
SPRING QUARTER				
BUS	205E—Technical Typewriting II	2	2	3
BUS	216 — Office Practicum	3	12	7
BUS	221 — Recordkeeping II	5	2	6
		<hr/> 10	<hr/> 16	<hr/> 16

TOTAL QUARTER HOURS: 107

*Students may receive credit by successfully completing an examination.

MARKETING AND RETAILING

T-020

CURRICULUM DESCRIPTION

The Marketing and Retailing curriculum is designed to prepare the individual for entry into middle-management positions in various marketing and retailing businesses and industries. This purpose will be fulfilled through study and application in areas such as marketing and merchandising techniques, management, selling, advertising, retailing and credit and collection procedures.

Through knowledge and skills the individual will be able to perform marketing and distribution activities and through the development of personal competencies and qualities will be provided the opportunity to enter an array of marketing and distribution jobs.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Understand how the various statutes, codes and regulations which form today's legal environment affect the operation of business.
2. Understand the nature of the economic environment and be able to apply this understanding to the operation of business.
3. Understand and be able to use the various management styles to supervise and motivate workers so as to accomplish organizational objectives.
4. Be able to express concepts and ideas to other people by use of oral and written communication.
5. Understand the basic precepts of selling, promotion and advertising so as to effectively present the organization's product or service to its market.
6. Be able to perform basic tasks on the various machines found in a modern office and have a fundamental knowledge of keyboarding.
7. Acquire some knowledge of basic accounting procedures so as to be able to understand a balance sheet and an income statement. Be able to perform simple financial analysis from the information provided by these documents.
8. Understand the marketing concept of management and how to apply it so an organization can be more effective in the competitive marketplace.
9. Develop an understanding of the terminology, principles and practices of fashion, merchandising and display.
10. Learn about the principles of computers in business and how to effectively utilize them.

MARKETING AND RETAILING T-020

	Hours Per Week		Quarter Hours Credit
FALL QUARTER	Class	Lab	
BUS 110—Office Machines	2	2	3
BUS 161—Introduction to Business	5	0	5
ECO 151—Principles of Economics I	3	0	3
ENG 121—Grammar and Composition I	3	0	3
MAT 110—Business Mathematics	5	0	5
	<hr/> 18	<hr/> 2	<hr/> 19

WINTER QUARTER

BCP 151—Introduction to Data Processing — Microcomputer Applications	3	2	4
BUS 115—Business Law I	5	0	5
ECO 152—Principles of Economics II	3	0	3
ENG 122—Grammar and Composition II	3	0	3
Business/Social Science/Humanities Elective	3	0	3
	<hr/> 17	<hr/> 2	<hr/> 18

SPRING QUARTER

BUS 116—Business Law II	5	0	5
BUS 173—Financial Accounting	5	2	6
BUS 245—Retailing	3	0	3
ECO 153—Principles of Economics III	3	0	3
ENG 224—Oral Communication	3	0	3
	<hr/> 19	<hr/> 2	<hr/> 20

FALL QUARTER

BCP 216—Microcomputer Application	4	2	5
BUS 232—Sales Development	3	0	3
BUS 239—Marketing	5	0	5
BUS 249—Retail Merchandising Management	3	0	3
ENG 123—Technical Writing	3	0	3
	<hr/> 18	<hr/> 2	<hr/> 19

WINTER QUARTER

BUS 123—Business Finance	5	0	5
BUS 243—Advertising	3	2	4
BUS 246—Commercial Display and Design I	2	2	3
BUS 247—Fashion in Retailing	3	0	3
Social Science Elective	3	0	3
	<hr/> 16	<hr/> 4	<hr/> 18

SPRING QUARTER

BUS 219—Credit Procedures	3	0	3
BUS 233—Principles of Supervision	3	0	3
BUS 235—Business Management	5	0	5
BUS 248—Marketing and Retailing Internship	1	9	4
PSY 206—Applied Psychology	3	0	3
	<hr/> 15	<hr/> 9	<hr/> 18

TOTAL QUARTER HOURS: 112

EVENING DIVISION

MARKETING AND RETAILING

T-020

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BUS	161—Introduction to Business	5	0	5
ENG	121—Grammar and Composition I	3	0	3
MAT	110—Business Mathematics	5	0	5
		<u>13</u>	<u>0</u>	<u>13</u>
WINTER QUARTER				
BCP	151—Introduction to Data Processing — Microcomputer Applications	3	2	4
BUS	115—Business Law I	5	0	5
ENG	122—Grammar and Composition II	3	0	3
	Business/Humanities/Social Science Elective	3	0	3
		<u>14</u>	<u>2</u>	<u>15</u>
SPRING QUARTER				
BUS	116—Business Law II	5	0	5
BUS	173—Financial Accounting	5	2	6
BUS	245—Retailing	3	0	3
		<u>13</u>	<u>2</u>	<u>14</u>
SUMMER QUARTER				
BCP	216—Microcomputer Applications	4	2	5
BUS	110—Office Machines	2	2	3
BUS	219—Credit Procedures	3	0	3
BUS	239—Marketing	5	0	5
		<u>14</u>	<u>4</u>	<u>16</u>
FALL QUARTER				
BUS	232—Sales Development	3	0	3
BUS	235—Business Management	5	0	5
ECO	151—Principles of Economics I	3	0	3
ENG	224—Oral Communication	3	0	3
		<u>14</u>	<u>0</u>	<u>14</u>
WINTER QUARTER				
BUS	247—Fashion in Retailing	3	0	3
ECO	152—Principles of Economics II	3	0	3
ENG	123—Technical Writing	3	0	3
	Social Science Elective	3	0	3
		<u>12</u>	<u>0</u>	<u>12</u>
SPRING QUARTER				
BUS	233—Principles of Supervision	3	0	3
BUS	243—Advertising	3	2	4
ECO	153—Principles of Economics III	3	0	3
PSY	206—Applied Psychology	3	0	3
		<u>12</u>	<u>2</u>	<u>13</u>

SUMMER QUARTER

BUS 123—Business Finance	5	0	5
BUS 246—Commercial Display and Design I	2	2	3
BUS 248—Marketing and Retailing Internship	1	9	4
BUS 249—Retail Merchandising Management	3	0	3
	<u>11</u>	<u>11</u>	<u>15</u>

NOTE: The college will attempt to offer second year courses on a periodic basis according to student demand.

MEDICAL LABORATORY TECHNOLOGY

CURRICULUM DESCRIPTION

The Medical Laboratory Technology curriculum prepares graduates to perform clinical laboratory procedures in chemistry, hematology, bacteriology, parasitology, serology, blood banking and body fluid analysis to develop data that may be used in the diagnosis of diseases and in evaluating the effectiveness of treatments.

The medical laboratory technician works under the supervision of a medical technologist and may be employed as a staff technician or assistant supervisor in a medical laboratory, or as a clinical instructor in an educational institution.

The graduate is eligible to take the registry examination given by the Board of Registry of Medical Technologists of the American Society of Clinical Pathologists for certification as a medical laboratory technician or the examination given by the National Certifying Agency as a clinical laboratory technician.

Individuals desiring a career in medical laboratory technology should, if possible, take algebra, biology and chemistry courses prior to entering the program.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Collect and process biological specimens for analysis.
2. Perform analytical tests on body fluids, cells and products.
3. Recognize factors that affect procedures and results, and take appropriate actions within predetermined limits when corrections are indicated.
4. Monitor quality control within predetermined limits.
5. Perform preventive and corrective maintenance of equipment and instruments or refer to appropriate sources for repairs.
6. Demonstrate professional conduct and interpersonal communication skills with patients, laboratory personnel, other health care professionals, and with the public.
7. Recognize the responsibilities of other laboratory and health care personnel and interacting with them with respect for their jobs and patient care.
8. Apply basic scientific principles in learning new techniques and procedures.
9. Relate laboratory findings to common disease processes.
10. Recognize and act upon individual needs for continuing education as a function of growth and maintenance of professional competence.

ACADEMIC REGULATIONS

A student must maintain a cumulative quality point average of 2.0 and receive no grade below a "C" on any MLT course.

If a student makes a grade of "D" or lower on any MLT course, that student will be placed on academic probation. A second grade of "D" or lower on any concurrent or subsequent MLT course will result in the release of that student from the Medical Laboratory Technology Program.

READMISSION POLICY

A student requesting readmission to the Medical Laboratory Technology program must complete the admission process; i.e. interviews and physical and dental forms. All MLT courses for which a "D" or less was received must be repeated. Audit requirements for courses successfully completed will be determined individually, based upon previous academic achievement.

MEDICAL LABORATORY TECHNOLOGY T-110

		Hours Per Week	Quarter
	Class	Lab/ Clinic	Hours Credit
FALL QUARTER			
BIO 171—Human Anatomy and Physiology I	3	3	4
CHE 161—General Chemistry I	3	3	4
ENG 155—English Composition I	3	0	3
MAT 160—Intermediate Algebra**	5	0	5
MLT 100—Orientation to Medical Technology	2	0	2
	16	6	18
WINTER QUARTER			
BIO 172—Human Anatomy and Physiology II	3	3	4
CHE 162—General Chemistry II	3	3	4
ENG 156—English Composition II	3	0	3
MLT 101—Introduction to Clinical Laboratory	3	2	4
MLT 207—Clinical Microbiology I	5	6	7
(includes Serology)			
	17	14	22
SPRING QUARTER			
ECO 108—Consumer Economics or Social Science or Humanities Elective	3	0	3
MLT 102—Hematology I	5	6	7
MLT 104—Prin. of Organic & Biochemistry	3	3	4
MLT 210—Immunohematology	2	3	3
Social Science/Humanities Elective	3	0	3
	16	12	20
FIRST SPLIT SUMMER SESSION			
MLT 202—Clinical Chemistry I	6	6	4
PSY 206—Applied Psychology***	6	0	3
SPH 151—Fundamentals of Speech	6	0	3
	18	6	10

FALL QUARTER

BCP 151—Introduction to Data Processing — Microcomputer Applications.....	3	2	4
MLT 201—Hematology II	3	6	5
MLT 204—Clinical Chemistry II	3	4	5
MLT 208—Clinical Microbiology II.....	3	2	4
MLT 212—Preclinical Seminar	3	0	3
	15	14	21

WINTER QUARTER

MLT 218—Clinical Practice*.....	0	39	13
	0	39	13

SPRING QUARTER

MLT 220—Clinical Practice*.....	0	39	13
	0	39	13

SUMMER QUARTER (First Split Session)

MLT 222—Clinical Practice*.....	0	36	6
	0	36	6

General Education	38	14	43
Medical Laboratory Technology	38	131	80
	73	145	123

*Clinical Practice consists of rotating through the laboratory departments of Blood Bank, Coagulation, Chemistry, Hematology, Microbiology, Serology, and Urinalysis at one of the following hospitals:

- Carteret General Hospital, Morehead City, NC
- Lenoir Memorial Hospital, Kinston, NC
- Naval Hospital, Camp Lejeune, NC
- Onslow Memorial Hospital, Jacksonville, NC

Professional liability insurance and health insurance or student accident insurance must be procured prior to clinical practice.

- **College Algebra, MAT 161, may be substituted for Intermediate Algebra, MAT 160.
- ***Introduction to Psychology, PSY 251, may be substituted for Applied Psychology, PSY 206.



MEDICAL OFFICE TECHNOLOGY

T-032

CURRICULUM DESCRIPTION

This curriculum prepares individuals to enter the medical secretarial profession. The medical secretary performs secretarial duties utilizing the knowledge of medical terminology and medical office and/or laboratory procedures. Skills are taught in processing medical documents using computerized functions and/or manual functions. Compiling and recording medical charts, reports, case histories, and correspondence using the typewriter or automated office equipment, scheduling appointments, and preparing and sending bills to patients are duties performed in the medical office and taught in this curriculum.

Graduates of the curriculum may find employment opportunities with medical supply and equipment manufacturers, medical laboratories, the offices of physicians, hospitals, and other medical care providers.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Type business correspondence and produce accurate medical reports and forms from shorthand notes and from transcription machines.
2. Produce accurate medical reports and correspondence by keyboarding editing, paginating, page numbering, creating tabulations, storing paragraphs and mail merges from WorkPerfect software on personal computers.
3. Perform basic math functions by using the touch system and employing specific machine functions and/or selectors on electronic printing calculators.
4. Communicate effectively using both oral and written communications. Employ necessary skills, technical information, and judgment required in assisting a physician. Learn to work independently.
5. Demonstrate knowledge of manual record management by filing correspondence by alphabetic, numeric, subject, and geographic filing systems, and exhibiting knowledge of database filing, records storage, transfer, retention, disposal, and filing supplies and equipment.
6. To perform essential secretarial accounting skills used in the accounting cycle of an executive office.
7. Demonstrate positive human relations and function as a responsible member of the work force and society. Understand the implications of personal appearance for succeeding in the business world.
8. Produce accurate health insurance claim forms, manually and by computer, use procedure and diagnostic code books, and follow up on delinquent accounts.

MEDICAL OFFICE TECHNOLOGY
T-032

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BUS	151 —Beginning Typewriting*	3	2	4
BUS	161 —Introduction to Business	5	0	5
ENG	100 —Grammar	3	0	3
MAT	110 —Business Mathematics	5	0	5
		16	2	17
WINTER QUARTER				
BCP	216 —Microcomputer Applications	4	2	5
BUS	110 —Office Machines	2	2	3
BUS	112 —Records Management	4	0	4
BUS	152 —Intermediate Typewriting	3	2	4
ENG	124 —Composition	3	0	3
		16	6	19
SPRING QUARTER				
BUS	117M—Medical Terminology & Vocabulary	3	0	3
BUS	119 —Basic Word Processing	2	2	3
BUS	131 —Office Procedures	3	2	4
BUS	134 —Professional Development	3	0	3
BUS	153 —Advanced Typewriting	3	2	4
ENG	224 —Oral Communication	3	0	3
		17	6	20
FALL QUARTER				
BUS	154 —Beginning Shorthand*	3	2	4
BUS	204M—Medical Insurance Billing I	2	2	3
BUS	218 —Advanced Word Processing	2	2	3
BUS	217M—Medical Terminology & Vocabulary	3	0	3
ENG	226 —Written Communications	3	0	3
	Social Science Elective	3	0	3
		16	6	19
WINTER QUARTER				
BUS	118 —Secretarial Accounting	5	2	6
BUS	155 —Intermediate Shorthand	3	2	4
BUS	205M—Medical Insurance Billing II	2	2	3
BUS	212M—Medical Transcription Machines I	2	2	3
ECO	108 —Consumer Economics	3	0	3
		15	8	19
SPRING QUARTER				
BUS	113 —Medical Office Law & Liability	5	0	5
BUS	156 —Advanced Shorthand	3	2	4
BUS	213M—Medical Transcription Machines II	2	2	3
BUS	214M—Medical Office Simulation	3	2	4
PSY	206 —Applied Psychology	3	0	3
		16	6	19

TOTAL QUARTER HOURS: 113

*Students may receive credit by successfully passing an examination.

PARALEGAL TECHNOLOGY

T-120

CURRICULUM DESCRIPTION

The Paralegal Technology curriculum trains individuals to work under the general direction of lawyers, to relieve lawyers of routine matters, and to assist them in the conduct of more complicated and difficult tasks. The legal technician should be capable of doing independent legal work under the supervision of a lawyer, supervise secretaries in their work for the lawyer, and search out information and court facts for the lawyer. Training will include general subjects such as English, accounting and psychology, as well as specialized legal courses such as legal definitions, court systems, laws, and techniques of investigation.

Graduates of the Paralegal Technology curriculum should be able to directly assist a lawyer or group of lawyers in most facets of law, but they must always work under the supervision of a lawyer. The legal technician will not be qualified to give legal advice, enter into courtroom procedure, or be involved in litigation except as an assistant to the lawyer. Paralegal graduates will be able to assist in work on probate matters, conducting investigations, searching public records, preparation of tax forms, serving and filing legal documents, bookkeeping, library research, and providing office management assistance. Employment opportunities are available in public and private law firms and with individual lawyers.

Graduates are eligible to take the voluntary professional certification examination sponsored by the National Association of Legal Assistants, Inc. to attain designation as a Certified Legal Assistant.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Define and explain the role of the paralegal/legal assistant in the legal services delivery system.
2. Identify and discuss the ways in which a paralegal may assist attorneys and the functions legal assistants may perform with government agencies and for industrial legal departments.
3. Recognize the situations where there may be ethical problems which require consultation with a supervising attorney. Also be cognizant of those situations which are clearly ethical or clearly unethical.
4. Outline and discuss the legal systems at the federal and state levels indicating the respective structures and relationships with other governmental functions.
5. Develop and improve interpersonal communication skills to enhance investigating and interviewing techniques.
6. Develop and improve skills in oral persuasion.
7. Locate and utilize research tools and explain the function of each research tool.
8. Develop and improve skills in analyzing, synthesizing, and the written communication of legal issues.

ACADEMIC REGULATIONS

Students must maintain the quality point average in accordance with the College policy “Quality Point Average to Determine Continuance in School” for the two year curricula.

Any student receiving less than a “C” in any English, legal, business, or criminal justice course will be required to obtain the permission of the paralegal program director each quarter to continue in the program.

If a student receives a “D” or less in any English, legal, business, or criminal justice course he or she will be required to repeat that course before going on to an advanced sequence course.

ADDITIONAL REQUIREMENTS

Students in the Paralegal Technology Curriculum will be required to:

- 1. Demonstrate competency in typewriting.
- 2. Maintain standards of good moral character.
- 3. Demonstrate competency in paralegal technology by achieving a passing score (75%) in a comprehensive written examination, covering all legal and criminal justice courses, to be administered prior to graduation from the program.

PARALEGAL TECHNOLOGY
T-120

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
BCP	216—Microcomputer Applications	4	2	5
CJC	101—Introduction to the Administration of Justice	5	0	5
CJC	225—Criminal Procedure	3	0	3
ENG	121—Grammar and Composition I	3	0	3
PSY	206—Applied Psychology	3	0	3
		18	2	19
WINTER QUARTER				
CJC	115—Criminal Law I	3	0	3
CJC	120—Interviews and Interrogation	3	2	4
ENG	122—Grammar and Composition II	3	0	3
LEG	111—Legal Research and Writing	3	2	4
LEG	225—Civil Procedure & Litigation	5	0	5
		17	4	19
SPRING QUARTER				
BUS	115—Business Law I	5	0	5
CJC	116—Criminal Law II	3	0	3
ENG	123—Technical Writing	3	0	3
LEG	115—Real Property Law	3	2	4
POL	151—American Federal Government	5	0	5
		19	2	20

FALL QUARTER

BUS 116—Business Law II	5	0	5
ENG 224—Oral Communication	3	0	3
LEG 113—Family Law	3	0	3
LEG 215—Civil Wrongs	5	0	5
POL 152—State and Local Government	5	0	5
	<hr/> 21	<hr/> 0	<hr/> 21

WINTER QUARTER

CJC 210—Fundamentals of Investigation I	3	2	4
LEG 201—Trusts, Estates, & Probate Law	3	2	4
LEG 211—Law Office Management	3	2	4
MAT 151—Contemporary College Math I	5	0	5
Open Elective*	3	0	3
	<hr/> 17	<hr/> 6	<hr/> 20

SPRING QUARTER

BUS 173—Financial Accounting	5	2	6
CJC 211—Fundamentals of Investigation II	3	2	4
LEG 110—Professional Responsibility	3	0	3
LEG 205—Evidence	3	0	3
SOC 152—Social Problems	5	0	5
	<hr/> 19	<hr/> 4	<hr/> 21

SUMMER QUARTER

LEG 245—Paralegal Internship**	0	10	1
	<hr/> 0	<hr/> 10	<hr/> 1

TOTAL QUARTER HOURS: 121

*Open elective — the following courses, while not required, would be beneficial — PSY 252, Human Growth and Development, PSY 253, Abnormal Psychology, SOC 153, Marriage and the Family, CJC 200, Juvenile Delinquency, BIO 171, Anatomy and Physiology, or PHI 251, Introduction to Philosophy.

**Work experience in a public or private law office may be substituted. See instructor for credit certification.

The following course substitutions may be made:

COURSE NO.	COURSE TITLE	IN LIEU OF
BCP 151	Intro to Data Processing	BCP 216
BUS 171	Principles of Accounting I	BUS 173
BUS 233	Principles of Supervision	LEG 211
CJC 140	Criminal Justice Supervision	LEG 211
MAT 160	Intermediate Algebra	MAT 151
PSY 251	Introduction to Psychology	PSY 206
PSY 252	Human Growth and Development	PSY 206
SOC 151	Introduction to Sociology	SOC 202
SOC 153	Marriage and the Family	SOC 202
SPH 151	Fundamentals of Speech	ENG 224

EVENING DIVISION
PARALEGAL TECHNOLOGY
T-120

		Hours Per Week		Quarter
		Class	Lab	Hours Credit
FALL QUARTER				
CJC	101—Introduction to the Administration of Justice	5	0	5
CJC	225—Criminal Procedure	3	0	3
ENG	121—Grammar and Composition I	3	0	3
LEG	111—Legal Research and Writing	3	2	4
		14	2	15
WINTER QUARTER				
CJC	115—Criminal Law I	3	0	3
ENG	122—Grammar and Composition II	3	0	3
LEG	225—Civil Procedure & Litigation	5	0	5
POL	152—State and Local Government	5	0	5
		16	0	16
SPRING QUARTER				
CJC	116—Criminal Law II	3	0	3
LEG	115—Real Property Law	3	2	4
LEG	215—Civil Wrongs	5	0	5
POL	151—American Federal Government	5	0	5
		16	2	17
SUMMER QUARTER				
CJC	120—Interviews and Interrogation	3	2	4
CJC	210—Fundamentals of Investigation I	3	2	4
ENG	123—Technical Writing	3	0	3
LEG	205—Evidence	3	0	3
		12	4	14
FALL QUARTER				
BUS	115—Business Law I	5	0	5
ENG	224—Oral Communication	3	0	3
LEG	113—Family Law	3	0	3
MAT	151—Contemporary College Math I	5	0	5
		16	0	16
WINTER QUARTER				
CJC	211—Fundamentals of Investigation II	3	2	4
LEG	211—Law Office Management	3	2	4
SOC	152—Social Problems	5	0	5
	Open Elective	3	0	3
		14	4	16
SPRING QUARTER				
BCP	216—Microcomputer Applications	4	2	5
BUS	116—Business Law II	5	0	5
LEG	110—Professional Responsibility	3	0	3
PSY	206—Applied Psychology	3	0	3
		15	2	16

SUMMER QUARTER

BUS 173—Financial Accounting	5	2	6
LEG 201—Trusts, Estates, & Probate Law	3	2	4
LEG 245—Paralegal Internship**	0	10	1
	<hr/> 8	<hr/> 14	<hr/> 11

**Work experience in a public or private law office may be substituted. See instructor for credit certification.



SECRETARIAL – LEGAL

T-031

CURRICULUM DESCRIPTION

The purposes of the Secretarial-Legal curriculum are to prepare the individual to enter the legal secretarial profession through work in a lawyer's office, in city, county, state or government offices, provide an educational program for individuals wanting education for upgrading (moving from one legal secretarial position to another legal secretarial position); and provide an opportunity for individuals wanting to fulfill professional or general interest needs.

These purposes will be fulfilled through skill development in the areas of legal typewriting, shorthand transcription and business machines. Through these skills, the individual will be able to perform legal, office-related activities and through the development of personal competencies and qualities will be provided the opportunity to enter the legal secretarial profession.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Type legal business correspondence and produce mailable typewritten legal documents from shorthand and transcription machines demonstrating an accurate use of legal terminology.
2. Keyboard, edit, move, format, merge, paginate, and print legal correspondence from WordPerfect 5.0 software on personal computers.
3. Perform basic math functions by using the touch system and employing specific machine functions and/or selectors on electronic printing calculators.
4. Communicate effectively using both oral and written communications. Employ necessary skills, technical information, and judgment required in assisting an executive. Learn to work independently.
5. Demonstrate knowledge of manual record management by filing correspondence by alphabetic, numeric, subject, and geographic filing systems, and exhibiting knowledge of database filing, records storage, transfer, retention, disposal, and filing supplies and equipment.
6. To perform essential secretarial accounting skills used in the accounting cycle of a legal practice.
7. Demonstrate positive human relations and function as a responsible member of the work force and society. Understand the implications of personal appearance for succeeding in the business world.

SECRETARIAL — LEGAL T-031

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FALL QUARTER				
BUS	151 —Beginning Typewriting*	3	2	4
BUS	161 —Introduction to Business	5	0	5
ENG	100 —Grammar.....	3	0	3
MAT	110 —Business Mathematics	5	0	5
		<hr/> 16	<hr/> 2	<hr/> 17
WINTER QUARTER				
BCP	216 —Microcomputer Applications	4	2	5
BUS	110 —Office Machines	2	2	3
BUS	112 —Records Managements	4	0	4
BUS	152 —Intermediate Typewriting	3	2	4
ENG	124 —Composition	3	0	3
		<hr/> 16	<hr/> 6	<hr/> 19
SPRING QUARTER				
BUS	117L—Legal Terminology and Vocabulary	3	0	3
BUS	119 —Basic Word Processing.....	2	2	3
BUS	131 —Office Procedures	3	2	4
BUS	134 —Professional Development	3	0	3
BUS	153 —Advanced Typewriting	3	2	4
ENG	224 —Oral Communication	3	0	3
		<hr/> 17	<hr/> 6	<hr/> 20
FALL QUARTER				
BUS	154 —Beginning Shorthand*	3	2	4
BUS	218 —Advanced Word Processing	2	2	3
ENG	226 —Written Communications.....	3	0	3
PSY	206 —Applied Psychology	3	0	3
	Social Science Elective	3	0	3
		<hr/> 14	<hr/> 4	<hr/> 16
WINTER QUARTER				
BUS	115 —Business Law I	5	0	5
BUS	118 —Secretarial Accounting.....	5	2	6
BUS	155 —Intermediate Shorthand.....	3	2	4
BUS	204L—Technical Typewriting I.....	2	2	3
BUS	212L—Legal Transcription Machines I	2	2	3
		<hr/> 17	<hr/> 8	<hr/> 21
SPRING QUARTER				
BUS	116 —Business Law II	5	0	5
BUS	156 —Advanced Shorthand	3	2	4
BUS	205L—Technical Typewriting II	2	2	3
BUS	213L—Legal Transcription Machines II.....	2	2	3
BUS	214L—Office Simulation	3	2	4
		<hr/> 15	<hr/> 8	<hr/> 19

TOTAL QUARTER HOURS: 112

*Students may receive credit by successfully completing an examination.

SURVEYING TECHNOLOGY

T-125

CURRICULUM DESCRIPTION

This program is designed to provide training for technicians in the many areas of surveying. Surveyors are involved in land surveying, route surveying, photogrammetry, mapping, and other areas of land description and measurements. Nearly all construction of buildings, bridges, dams, highways, airfields and other engineered projects requires one or more types of surveying.

Students will be trained as technicians to work with skilled professionals as instrument men, party chiefs, surveying aides, highway surveyors, mappers, and in many other surveying activities. Graduates of this program will be prepared to pursue the requirements necessary to become a registered land surveyor.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Perform the duties of a party chief to include boundary surveys, topographic surveys, staking out construction projects and making as-built surveys.
2. Perform the duties of a survey office technician to include drawing boundary and topographic maps, drawing as-built plans, researching property titles and making and/or checking survey calculations.
3. Perform the duties of a survey CAD technician to include drawing boundary and topographic maps, drawing as-built plans, designing drainage plans and designing subdivisions.
4. Perform the duties of a Civil Engineering Technician to include concrete testing, soil testing, construction inspection and drainage design.

The Board of Registration for Professional Engineers and Land Surveyors of North Carolina accepts this surveying program toward the statutory experience requirements.

ACADEMIC REGULATIONS

Any student who receives a final grade lower than "C" in any CIV, MAT or DFT course will be placed on academic probation and must obtain permission from the surveying program director each quarter to continue in the curriculum.

SURVEYING TECHNOLOGY T-125

		Hours Per Week		Quarter Hours Credit
		Class	Lab	
FALL QUARTER				
CIV	101—Surveying I	2	9	5
CIV	121—Computations I	0	6	2
DFT	101—Technical Drafting	2	6	4
ENG	121—Grammar and Composition I	3	0	3
		7	21	14
WINTER QUARTER				
BCP	216—Microcomputer Applications	4	2	5
CIV	102—Surveying II	2	6	4
CIV	123—Computations II	0	6	2
ENG	122—Grammar and Composition II	3	0	3
MAT	122—Technical Mathematics I	5	0	5
		14	14	19
SPRING QUARTER				
CIV	103—Surveying III	2	6	4
DFT	102—Civil Drafting	2	6	4
MAT	123—Technical Mathematics II	5	0	5
POL	221—U.S. Government	3	0	3
		12	12	16
SUMMER QUARTER				
CIV	109—Surveying Law	5	0	5
CIV	212—Route Surveying	2	6	4
MAT	124—Technical Mathematics III	5	0	5
	Social Science/Humanities Elective	3	0	3
		15	6	17
FALL QUARTER				
CIV	218—Construction Surveying	2	9	5
CIV	223—Codes, Contracts, and Specifications	2	0	2
CIV	228—Introduction to Drainage	2	3	3
DFT	103—Introduction to AutoCad	2	6	4
ENG	123—Technical Writing	3	0	3
		11	18	17
WINTER QUARTER				
CIV	226—Properties of Highway Materials	5	6	7
CIV	229—Highway Drainage	2	3	3
DFT	104—Intermediate AutoCad	2	6	4
ENG	224—Oral Communication	3	0	3
		12	15	17
SPRING QUARTER				
CIV	213—Advanced Land Surveying	3	3	4
CIV	214—Mapping and Subdivision Planning	2	6	4
CIV	227—Construction of Roads & Pavements	2	3	3
CIV	230—Subdivision Drainage	2	3	3
CIV	231—Computer Application to Hydrology	5	0	5
		14	15	19

TOTAL QUARTER HOURS: 119

VOCATIONAL PROGRAMS

OCCUPATIONAL DIVISION

The following curriculums in the Trade Division require all students to purchase tools/uniforms and safety equipment. These requirements are mandatory for all students enrolled in these programs. Purchase of the tools/uniforms will be conducted by each department via the instructor and students.

Department	Requirements	Quarter Due
Air Cond., Heating & Refrig.	Tools	Fall/Winter/Spring
Auto-Body Repair	Tools/Uniforms	Fall
Cosmetology	Tools/Uniforms	Fall/Spring
Diesel Vehicle Maintenance	Tools/Uniforms	Fall
Electrical	Tools	Fall
Electronics	Tools	Fall/Winter/Spring
Machinist	Tools/Uniforms	Fall
Practical Nurse Education	Uniforms	Fall
Welding	Tools/Uniforms	Fall



AIR CONDITIONING, HEATING AND REFRIGERATION

V-024

CURRICULUM DESCRIPTION

The Air Conditioning, Heating, and Refrigeration curriculum is designed to teach knowledge and skills necessary for servicing and installing residential and light commercial climate control equipment. Instruction will include heating and cooling theory, applied electricity and electronics, and the operating principles for a wide-range of heating and cooling equipment. The diploma program will emphasize start-up and service skills for oil, gas and electric furnaces, air-cooled air conditioning and air-to-air heat pumps.

Advanced diploma level programs will provide for more in-depth study and experience and will also include service and installation of water-cooled air conditioners, water source heat pumps, variable speed heat pumps, conventional hydronic systems and residential and light commercial system design.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Service/install a room heating and cooling unit according to the manufacturer's specifications with proper condensate drainage and weather proofing; service heating and cooling equipment.
2. Service/install an oil tank and fill pipe in accordance with local codes and install/service oil, gas and electrical furnaces.
3. Service/install residential and light commercial air conditioning equipment.
4. Service/install residential and light commercial heat pumps.
5. Design/install residential and light commercial air distribution systems.
6. Balance air distribution system for heating and cooling systems for residential and light commercial installations.

NOTE: Beginning with the 1990-91 school year, we are offering V-024 as a two-year program; however, the presentation of the second year will be contingent upon enrollment.

SPECIAL REQUIREMENTS

Tools listed in Group "A" will be used early in the First Quarter (Fall). Tools as listed in Group "B" will be required for the Second Quarter (Winter). Tools in Group "C" will be obtained no later than the Third Quarter (Spring).

AIR CONDITIONING, HEATING AND REFRIGERATION
V-024
ADVANCED DIPLOMA

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
AHR	1150—Introduction to Heating Equipment	1	0	3	2
AHR	1151—Fundamentals of Heating	2	2	0	3
AHR	1152—Servicing Heating Equipment	1	0	6	3
DFT	1104—Blueprint Reading	0	0	3	1
ELC	1150—Basic Electricity	2	2	0	3
MAT	1101—Fundamentals of Mathematics	5	0	0	5
		11	4	12	17
WINTER QUARTER					
AHR	1103—Applied Electricity for HVAC Systems . . .	1	0	3	2
AHR	1160—Principles of Refrigeration	2	4	0	4
AHR	1161—Domestic Refrigeration Servicing	1	0	6	3
ELC	1151—Applied Wiring Diagrams “Hvac”	1	2	0	2
PHY	1106—Mechanics	3	2	0	4
WLD	1180—Basic Welding	2	0	3	3
		10	8	12	18
SPRING QUARTER					
AHR	1104—Applied Electronics for Hvac Systems . . .	2	0	3	3
AHR	1171—Air Conditioning Servicing “Refrigeration”	1	0	3	2
AHR	1172—Air Conditioning Servicing “Air Side” . . .	1	0	3	2
AHR	1173—Air Conditioning Servicing “Controls” . . .	1	0	3	2
AHR	1174—Air Conditioning Fundamentals	5	0	0	5
PSY	1101—Human Relations	3	0	0	3
		13	0	12	17
SUMMER QUARTER					
COE	0121—Cooperative Work Experience 330 Hours in HVAC Field	0	0	30	3
		0	0	30	3
FALL QUARTER					
AHR	1211—All Weather Systems “Electric Heat” . . .	1	0	3	2
AHR	1212—All Weather Systems “Oil Heat”	1	0	3	2
AHR	1213—All Weather Systems “Gas Heat”	1	0	3	2
AHR	1214—All Weather Systems “Heat Pumps”	2	0	3	3
AHR	1215—N.C. Building Code “Volume III”	3	2	0	4
ENG	121 —Grammar & Composition I	3	0	0	3
		11	2	12	16
WINTER QUARTER					
AHR	1221—Advanced Heat Pump Systems	2	0	3	3
AHR	1222—Advanced Air Conditioning Systems	2	0	3	3
AHR	1223—Hydronic and Chilled Water Systems . . .	1	0	3	2
AHR	1224—Estimating and Contracting	1	0	3	2
ENG	224 —Oral Communications	3	0	0	3
MAT	121 —Introduction to Technical Mathematics . .	5	0	0	5
		14	0	12	18

SPRING QUARTER

AHR 1231—Physics of Air	2	2	0	3
AHR 1232—Residential Air Distribution Design	3	2	0	4
AHR 1233—Commercial Air Distribution Design	2	2	0	3
AHR 1234—Hydronic and Chilled Water Systems Design	2	2	0	3
AHR 1235—National Electric Code (AHR)	3	2	0	4
BUS 1103—Small Business Operation	3	0	0	3
	<u>15</u>	<u>10</u>	<u>0</u>	<u>20</u>

TOTAL QUARTER HOURS: 109

EVENING DIVISION**AIR CONDITIONING, HEATING AND REFRIGERATION****V-024****CERTIFICATE**

Completion of the following courses will result in the awarding of a certificate in Air Conditioning, Heating and Refrigeration.

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FALL QUARTER				
AHR 1151—Fundamentals of Heating	2	2	0	3
ELC 1150—Basic Electricity	2	2	0	3
	<u>4</u>	<u>4</u>	<u>0</u>	<u>6</u>
WINTER QUARTER				
AHR 1103—Applied Electricity for HVAC Systems ...	1	0	3	2
AHR 1160—Principles of Refrigeration	2	4	0	4
	<u>3</u>	<u>4</u>	<u>3</u>	<u>6</u>
SPRING QUARTER				
AHR 1104—Applied Electronics for HVAC Systems ...	2	0	3	3
AHR 1174—Fundamentals of Air Conditioning	5	0	0	5
	<u>7</u>	<u>0</u>	<u>3</u>	<u>8</u>

TOTAL QUARTER HOURS: 20

AUTO BODY REPAIR

V-001

CURRICULUM DESCRIPTION

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter, and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Clean and prepare a surface for undercoats that is properly sanded, free of dirt, wax and grease, and ready for the top coats.
2. Flame cut metal with oxyacetylene process without damage to adjacent parts following safe practices.
3. Weld auto body metal with metallic inert gas process so that weld is structurally sound and appropriately neat in appearance.
4. Prepare damaged panels for straightening or filling by roughing out panels to align and return to general body contour and making sure that body panels fit and operate correctly.
5. Remove and replace a fiberglass panel using correct tools and materials to remove damaged panel and to fit and bond new panel to original body contours.
6. Install movable glass without damage to automobile surfaces and upholstery, securing glass so there are no leaks or wind noises and glass units operate smoothly.
7. Check body frame alignment to determine frame damage, straightening and/or replacement of frame components, repair procedures and cost estimate.

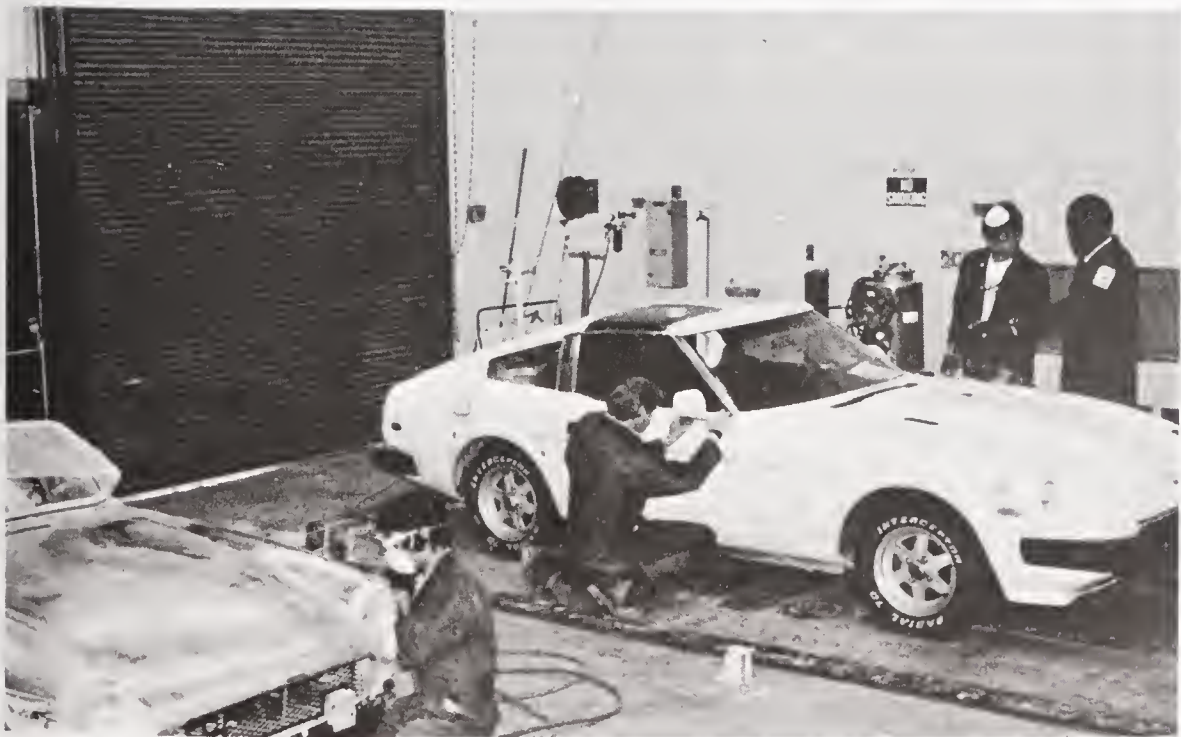
SPECIAL REQUIREMENTS

A list of tools and type of uniforms will be given to each student at the beginning of the Fall Quarter. All students will comply with this requirement during the first two weeks of the Fall Quarter. No student will be permitted to work in the shop without his tools and uniforms.

AUTO BODY REPAIR **V-001**

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FALL QUARTER				
AUT 1109—Introduction to Auto Body Repair	2	0	6	4
AUT 1110—Auto Body Repair I	1	0	3	2
AUT 1115—Trim, Glass & Upholstery	1	0	6	3
ENG 1102—Professional Communication I	3	0	0	3
MAT 1101—Fundamentals of Mathematics	5	0	0	5
WLD 1101—Basic Gas Welding	1	0	3	2
	13	0	18	19
WINTER QUARTER				
AUT 1112—Auto Body Repair II	5	0	18	11
BUS 1103—Small Business Operations	3	0	0	3
WLD 1105—Auto Body Welding	1	0	3	2
	9	0	21	16
SPRING QUARTER				
AUT 1116—Auto Body Finishing & Painting I	2	0	6	4
AUT 1117—Auto Body Finishing & Painting II	2	0	6	4
AUT 1118—Auto Body Finishing & Painting III	2	0	9	5
PSY 1101—Human Relations	3	0	0	3
	9	0	21	16
SUMMER QUARTER				
AUT 1114—Body Shop Applications	3	0	15	8
AUT 1123—Auto Body Appraisal & Estimating	3	0	9	6
	6	0	24	14

TOTAL QUARTER HOURS: 65



COSMETOLOGY
CURRICULUM DESCRIPTION

The field of cosmetology is based on scientific principles. The Cosmetology curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling, and wig service.

Upon completion of this program and successful passing of a comprehensive examination administered by the North Carolina State Board of Cosmetic Arts, a license is given. The cosmetologist is called upon to advise men and women on problems of make-up and care of the hair, skin, and hands, including the nails. Employment opportunities are available in beauty salons, private clubs, department stores, women's specialty shops, as well as setting up one's own business.

Upon completion of the program, the student will receive a diploma.

COSMETOLOGY
V-009

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
COS	1101—Introduction to Cosmetology Theory	3	0	0	3
COS	1102—Mannequin Practice	1	0	33	12
PSY	1101—Human Relations	3	0	0	3
		<hr/> 7	<hr/> 0	<hr/> 33	<hr/> 18
WINTER QUARTER					
COS	1103—Cosmetology Theory I	4	0	0	4
COS	1104—Cosmetology Skills I	2	0	30	12
ENG	1102—Professional Communication I	3	0	0	3
		<hr/> 9	<hr/> 0	<hr/> 30	<hr/> 19
SPRING QUARTER					
COS	1105—Cosmetology Theory II	3	0	0	3
COS	1106—Cosmetology Skills II	1	0	33	12
ENG	1103—Professional Communication II	3	0	0	3
		<hr/> 7	<hr/> 0	<hr/> 33	<hr/> 18
SUMMER QUARTER					
COS	1107—Advanced Cosmetology Theory	4	0	0	4
COS	1108—Advanced Cosmetology Practice	1	0	24	9
BUS	1103—Small Business Operations	3	0	0	3
		<hr/> 8	<hr/> 0	<hr/> 24	<hr/> 16

TOTAL QUARTER HOURS: 71

Students may enter the curriculum in the Fall or the Spring.

EVENING DIVISION

COSMETOLOGY

V-009

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
COS	1101 —Introduction to Cosmetology Theory	3	0	0	3
COS	1102A—Mannequin Practice	1	0	15	6
		<u>4</u>	<u>0</u>	<u>15</u>	<u>9</u>
WINTER QUARTER					
COS	1102B—Mannequin Practice	0	0	18	6
PSY	1101 —Human Relations	3	0	0	3
		<u>3</u>	<u>0</u>	<u>18</u>	<u>9</u>
SPRING QUARTER					
COS	1103 —Cosmetology Theory I	4	0	0	4
COS	1104A—Cosmetology Skills I	1	0	15	6
		<u>5</u>	<u>0</u>	<u>15</u>	<u>10</u>
SUMMER QUARTER					
COS	1104B—Cosmetology Skills I	1	0	15	6
ENG	1102 —Professional Communications I	3	0	0	3
		<u>4</u>	<u>0</u>	<u>15</u>	<u>9</u>
FALL QUARTER					
COS	1105 —Cosmetology Theory II	3	0	0	3
COS	1106A—Cosmetology Skills II	1	0	15	6
		<u>4</u>	<u>0</u>	<u>15</u>	<u>9</u>
WINTER QUARTER					
COS	1106B—Cosmetology Skills II	0	0	18	6
ENG	1103 —Professional Communications II	3	0	0	3
		<u>3</u>	<u>0</u>	<u>18</u>	<u>9</u>
SPRING QUARTER					
BUS	1103 —Small Business Operation	3	0	0	3
COS	1107 —Advanced Cosmetology Theory	4	0	0	4
COS	1108A—Advanced Cosmetology Practice	1	0	12	5
		<u>8</u>	<u>0</u>	<u>12</u>	<u>12</u>
SUMMER QUARTER					
COS	1108B—Advanced Cosmetology Practice	0	0	12	4
		<u>0</u>	<u>0</u>	<u>12</u>	<u>4</u>

DENTAL ASSISTING

V-011

CURRICULUM DESCRIPTION

The Dental Assisting curriculum prepares graduates to assist the dentist in providing treatment services. Functions performed by the dental assistant include dental health education preparing dental materials, preparing the patient for treatment, taking dental x-rays, maintaining dental supplies and equipment, assisting the dentist, providing selected services for the patient, making appointments, maintaining patient records and other office management procedures. Graduates may be employed by dental offices, dental clinics, public health clinics, federal service clinics, dental schools, state health departments, dental manufacturers and insurance companies.

Graduates are eligible to take the examination given by the Dental Assisting National Board, Incorporated to become a Certified Dental Assistant.

Individuals desiring a career in dental assisting should, if possible, take biology, mathematics and typing courses prior to entering the program.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Demonstrate a sound grasp of basic skills and knowledge in general studies, biomedical sciences, dental sciences and clinical sciences.
2. Practice dental assisting as an integral member of the dental health team within the ethical and legal framework of the profession with a high standard of competency.
3. Effectively apply oral and written communication skills in interaction with patients, members of the dental team and other health care professionals.
4. Successfully complete the Dental Assisting National Board to become a Certified Dental Assistant.

ACADEMIC REGULATIONS

A student will be considered to be on probation during a quarter if the student is not maintaining a "C" grade in a dental related course. A student will be suspended from the Dental Assisting Program if a grade of less than "C" is earned in a dental related course (DEN). In the case of a lecture/laboratory course, a "C" must be maintained in both the lecture and the laboratory components in order to remain in the program.

DENTAL ASSISTING V-011

		Hours Per Week			Quarter
		Class	Lab	Clinic	Hours Credit
FALL QUARTER					
BIO	1101— Preclinical Microbiology, Gross Anatomy & Physiology	3	2	0	4
DEN	1001— Introduction to Dental Assisting	2	0	0	2
DEN	1002— Dental Materials I.....	2	0	6	4
DEN	1003— Dental Anatomy	5	0	0	5
DEN	1006— Clinical Procedures I.....	3	0	6	5
		<u>15</u>	<u>2</u>	<u>12</u>	<u>20</u>
WINTER QUARTER					
DEN	1004— Preclinical Science (Pharmacology & Dental Office Emergencies)	3	0	0	3
DEN	1007— Clinical Procedures II	3	0	6	5
DEN	1008— Dental Materials II	2	0	6	4
DEN	1012— Dental Radiology	2	0	6	4
ENG	1102— Professional Communication I (or optional ENG 155)	3	0	0	3
		<u>13</u>	<u>0</u>	<u>18</u>	<u>19</u>
SPRING QUARTER					
DEN	1005— Dental Office Management.....	4	0	0	4
DEN	1009— Dental Office Practice I (CPR)	1	0	12	5
DEN	1013— Preventive Dental Health Education	2	0	3	3
DEN	1014— Oral Pathology	2	0	0	2
SPH	151 — Fundamentals of Speech	3	0	0	3
PSY	1101— Human Relations (or optional PSY 206)	3	0	0	3
		<u>15</u>	<u>0</u>	<u>15</u>	<u>20</u>
SUMMER QUARTER					
BCP	116D—Microcomputer Applications for Health Careers	1	2	0	2
DEN	1010— Dental Office Practice II	2	0	24	10
		<u>3</u>	<u>2</u>	<u>24</u>	<u>12</u>

TOTAL QUARTER HOURS: 71

Off-campus training sites for the Dental Assistant Program are:

Naval Dental Center, Camp Lejeune, NC

Private Dental Practices in Jacksonville, NC and surrounding areas as needed.

DIESEL VEHICLE MAINTENANCE

V-013

CURRICULUM DESCRIPTION

The Diesel Vehicle Maintenance curriculum provides a program for developing the basic knowledge and skills needed in diesel vehicle maintenance. Manual skills are developed in practical shop work.

The use of diesel engines are found in farm and construction equipment, electric generators, trucks, buses, trains, automobiles and ships. Many diesel vehicle mechanics specialize in maintenance and repair of equipment, others specialize in rebuilding engines.

Diesel vehicle mechanics are instructed through class assignments, discussion and shop practice to maintain and repair engines, chassis and suspensions, and power trains used to power farm equipment, construction equipment, buses and trucks. They use handtools, precision measuring and testing instruments, and power tools in overhauling and maintaining diesel powered equipment.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Repair and maintain medium- to heavy-duty diesel powered equipment such as buses, trucks, and/or construction of machinery.
2. Use acquired skills and knowledge to troubleshoot to a satisfactory solution all components of heavy vehicles.
3. Demonstrate the ability to read manufacturer's service manuals properly and to use this information in the repair of diesel vehicles.
4. Use precision measuring and testing instruments to insure proper operation of all components of diesel vehicles.
5. Communication verbally and in writing, with owners and supervisors, the repairs made and/or needed.
6. Understand the small business principles taught that will enable students to have ideas of business economics that will enhance their ability to start a repair service of their own.
7. Understand the importance of being on time for work and proper safety habits.

DIESEL VEHICLE MAINTENANCE V-013

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
DSE	1101—Intro to Diesel Mechanics	1	0	6	3
DSE	1110—Engine Rebuild	2	0	3	3
DSE	1111—Engine Rebuild	0	0	6	2
DSE	1113—Advanced Engine Rebuild	3	0	3	4
ENG	1102—Professional Communication I	3	0	0	3
MAT	1101—Fundamentals of Mathematics	5	0	0	5
		<u>14</u>	<u>0</u>	<u>18</u>	<u>20</u>
WINTER QUARTER					
DSE	1107—Diesel Charging and Starting Systems . . .	2	0	3	3
DSE	1144—Hydraulic and Pneumatic Air Systems . . .	1	0	3	2
DSE	1150—Fuel Injection and Electrical System	2	0	6	4
DSE	1158—Air Induction and Exhaust Systems	2	0	3	3
ENG	1103—Professional Communication II	3	0	0	3
WLD	1180—Basic Welding	2	0	3	3
		<u>12</u>	<u>0</u>	<u>18</u>	<u>18</u>
SPRING QUARTER					
DSE	1142—Basic Diesel Equipment Transmissions . . .	2	0	6	4
DSE	1152—Diesel Equipment Power Trains	2	0	9	5
DSE	1154—Diesel Tune-up and Troubleshooting	3	0	3	4
PHY	1106—Mechanics	3	2	0	4
PSY	1101—Human Relations	3	0	0	3
		<u>13</u>	<u>2</u>	<u>18</u>	<u>20</u>
SUMMER QUARTER					
BUS	1103—Small Business Operations	3	0	0	3
DSE	1146—Diesel Equipment Brake Systems	2	0	6	4
DSE	1156—Diesel Engine Servicing	3	0	9	6
		<u>8</u>	<u>0</u>	<u>15</u>	<u>13</u>

TOTAL QUARTER HOURS: 71

EVENING DIVISION
DIESEL VEHICLE MAINTENANCE
V-013
CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in Diesel Vehicle Maintenance.

		Hours Per Week			Quarter Hours Credit
FALL QUARTER		Class	Lab	Shop	
DSE	1107—Diesel Charging and Starting Systems ...	2	0	3	3
DSE	1142—Basic Diesel Equipment Transmissions ...	2	0	6	4
DSE	1150—Fuel Injection and Electrical Systems	2	0	6	4
		6	0	15	11
WINTER QUARTER					
DSE	1110—Engine Rebuild	2	0	3	3
DSE	1144—Hydraulic and Pneumatic Air Systems ...	1	0	3	2
DSE	1146—Diesel Equipment Brake Systems	2	0	6	4
		5	0	12	9
SPRING QUARTER					
DSE	1111—Engine Rebuild	3	0	3	4
DSE	1154—Diesel Tune-up and Trouble Shooting	3	0	3	4
		6	0	6	8

TOTAL QUARTER HOURS: 28



ELECTRICAL INSTALLATION AND MAINTENANCE

CURRICULUM DESCRIPTION

The Electrical Installation and Maintenance curriculum is designed to provide a training program in the basic knowledge, fundamentals and practices involved in the electrical trades. A large segment of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of this curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the layout, installation, check out and maintenance of systems in residential, commercial or industrial settings.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Be able to develop electrical circuits, install and troubleshoot single-point control, two-point control and three or more point control.
2. Be able to identify electrical systems, their voltages and color-code for single-phase and three-phase electrical systems.
3. To have a working knowledge of electrical raceway systems, install and troubleshoot electrical circuits in all types of wiring methods.
4. To have a working knowledge of electrical blueprint reading, be able to install the electrical circuits and systems from blueprints residential and commercial.
5. To have a working knowledge of electrical motor control circuits, be able to draw and read schematic diagrams; install and follow the troubleshooting procedure on control circuits.
6. To have a working knowledge of the National Electrical Code.

SPECIAL REQUIREMENTS

The Electrical Installation student shall be required to purchase the Electricians Tools Set as listed by the instructor during the Fall Quarter. All students will comply with this requirement for the Electrical Installation Course.

ELECTRICAL INSTALLATION AND MAINTENANCE
V-018

		Hours Per Week			Quarter
		Class	Lab	Shop	Hours Credit
FALL QUARTER					
ELC	1112—Electrical Theory	5	0	9	8
ELC	1127—Electrical Materials & Tools	0	0	3	1
ENG	1102—Professional Communication I	3	0	0	3
MAT	1115—Electrical Mathematics I	5	0	0	5
PHY	1105—Electricity and Magnetism	3	2	0	4
		<hr/> 16	<hr/> 2	<hr/> 12	<hr/> 21
WINTER QUARTER					
DFT	1109—Electrical Blueprints & Layouts	3	0	0	3
ELC	1124—Residential Wiring I	5	0	6	7
ELC	1130—National Electrical Code I	3	2	0	4
ELC	1131—National Electrical Code II	3	2	0	4
ENG	1103—Professional Communication II	3	0	0	3
		<hr/> 17	<hr/> 4	<hr/> 6	<hr/> 21
SPRING QUARTER					
ELC	1117—Electrical Motor Circuits & Controls	7	0	12	11
ELC	1129—Commercial Wiring	2	0	6	4
PSY	1101—Human Relations	3	0	0	3
		<hr/> 12	<hr/> 0	<hr/> 18	<hr/> 18
SUMMER QUARTER					
BUS	1103—Small Business Operations	3	0	0	3
ELC	1128—Commerical/Industrial Installations	8	0	18	14
		<hr/> 11	<hr/> 0	<hr/> 18	<hr/> 17

TOTAL QUARTER HOURS: 77



ELECTRONIC SERVICING

V-042

CURRICULUM DESCRIPTION

The curriculum in Electronic Servicing is designed to provide basic knowledge and skills required in the installation, maintenance and servicing of electronic components and systems. Laboratory time will be spent verifying electronic theory and principles, learning installation, maintenance and service techniques.

An electronic service technician will be able to install, maintain, and service electronic equipment including; radios, television, audio/video recording and playback equipment, home entertainment systems, digital electronic systems, Master Antenna Television and Cable Television components and systems.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Troubleshoot problems and circuit failures encountered in communications equipment such as television, AM and FM receivers and telephone systems.
2. Install and maintain microcomputer systems utilized by banks, offices and retail businesses.
3. Function as a sales representative of an electronic equipment and/or supply company.
4. Install and service cable television equipment and systems.
5. Solve electronic problems in industrial maintenance departments.
6. Assist engineering departments in construction, testing and implementation of electronic equipment and systems.

SPECIAL REQUIREMENTS

The electronic servicing students shall be required to purchase the tools sets as follows:

List "A" — Within 10 days after 1st class meeting (Fall Quarter)

List "B" — Within 10 days after 1st class meeting (Winter Quarter)

List "C" — Within 10 days after 1st class meeting (Spring Quarter)

All students will comply with this requirement for the electronic program.

ELECTRONIC SERVICING **V-042**

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
ELN	1101—Fundamentals of Electricity	3	0	3	4
ELN	1102—Fundamentals of Electronics I	3	0	3	4
ELN	1103—Fundamentals of Electronics II	1	0	9	4
ENG	1102—Professional Communication I	3	0	0	3
MAT	1115—Electrical Mathematics I.....	5	0	0	5
		<u>15</u>	<u>0</u>	<u>15</u>	<u>20</u>
WINTER QUARTER					
ELN	1120—Electronic Devices I.....	3	0	3	4
ELN	1121—Electronic Devices II	2	0	6	4
ELN	1125—Transistor Theory & Circuits I.....	2	0	6	4
MAT	1116—Electronic Mathematics II.....	5	0	0	5
		<u>12</u>	<u>0</u>	<u>15</u>	<u>17</u>
SPRING QUARTER					
ELN	1123—Introduction to Television	2	0	6	4
ELN	1124—Servicing Electronic Equipment	2	0	6	4
ELN	1126—Transistor Theory & Circuits II	2	0	9	5
PSY	1101—Human Relations.....	3	0	0	3
		<u>9</u>	<u>0</u>	<u>21</u>	<u>16</u>
SUMMER QUARTER					
BUS	1103—Small Business Operations	3	0	0	3
ELN	1127—Television Receiver Circuits & Servicing .	7	0	9	10
ELN	1128—Computer Electronics	3	0	6	5
		<u>13</u>	<u>0</u>	<u>15</u>	<u>18</u>

TOTAL QUARTER HOURS: 71

EVENING DIVISION

ELECTRONIC SERVICING

V-042

CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in Electronics Servicing.

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FALL QUARTER				
ELN 1101—Fundamentals of Electricity	3	0	3	4
	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
WINTER QUARTER				
ELN 1102—Fundamentals of Electronics I	3	0	3	4
	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
SPRING QUARTER				
ELN 1120—Electronic Devices I	3	0	3	4
	<u>3</u>	<u>0</u>	<u>3</u>	<u>4</u>
SUMMER QUARTER				
ELN 1125—Transistor Theory & Circuits I	2	0	6	4
	<u>2</u>	<u>0</u>	<u>6</u>	<u>4</u>

TOTAL QUARTER HOURS: 16

ADVANCED CERTIFICATE

Completion of the following courses will result in the awarding of an advanced certificate in Electronics Servicing.

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FALL QUARTER				
ELN 219—Digital Fundamentals	3	6	0	5
	<u>3</u>	<u>6</u>	<u>0</u>	<u>5</u>
WINTER QUARTER				
ELN 224—Computer & Microprocessor Fundamentals	3	6	0	5
	<u>3</u>	<u>6</u>	<u>0</u>	<u>5</u>
SPRING QUARTER				
ELN 225—Microprocessor Interfacing	3	6	0	5
	<u>3</u>	<u>6</u>	<u>0</u>	<u>5</u>

TOTAL QUARTER HOURS: 15

INDUSTRIAL MECHANICS

V-033

CURRICULUM DESCRIPTION

The curriculum in Industrial Mechanics prepares students with a broad background in industrial skills required by industry for its mechanics. The individual develops skills in the repair and maintenance of industrial equipment, basic welding and cutting, refrigeration and air conditioning, direct and alternating current, machines and their controls and related courses.



INDUSTRIAL MECHANICS

V-033

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
ELN	1112—Direct and Alternating Current	7	0	15	12
MAT	1115—Electrical Mathematics I	5	0	0	5
WLD	1180—Basic Welding	2	0	3	3
		<hr/> 14	<hr/> 0	<hr/> 18	<hr/> 20
WINTER QUARTER					
DFT	1181—Mechanical/Electrical Blueprints and Layouts	2	0	3	2
ELC	1113—Electric Motors and Controls	7	0	12	11
ENG	1103—Professional Communication I	3	0	0	3
MEC	1139—Basic Hydraulics & Pneumatics	2	0	3	3
		<hr/> 14	<hr/> 0	<hr/> 18	<hr/> 19
SPRING QUARTER					
MEC	1101—Machine Shop Theory & Practice	3	0	15	8
MEC	1133—Electrical & Mechanical Maintenance	3	0	6	5
PSY	1101—Human Relations	3	0	0	3
		<hr/> 9	<hr/> 0	<hr/> 21	<hr/> 16
SUMMER QUARTER					
AHR	1119—Introduction to Cooling and Heating Systems	2	0	9	5
BUS	1105—Industrial Organizations	3	0	0	3
MEC	1102—Machine Shop Theory & Practice	3	0	12	7
		<hr/> 8	<hr/> 0	<hr/> 21	<hr/> 15

TOTAL QUARTER HOURS: 70

MACHINIST

V-032

CURRICULUM DESCRIPTION

The Machinist curriculum gives individuals the opportunity to acquire basic skills and related technical information necessary to gain employment as a machinist. The machinist is a skilled metalworker who shapes metal by using machine tools and hand tools. Machinists must be able to set up and operate the machine tools found in a modern shop. The machinist is able to select the proper tools and materials required for each job and to plan the cutting and finishing operations in their proper order so that the work can be finished according to blueprint or written specifications. The machinist makes computations relating to dimensions of work, tooling, feeds and speeds of machining. Precision measuring instruments are used to measure the accuracy of work. The machinist also must know the characteristics of metals so that annealing and hardening of tools and metal parts can be accomplished in the process of turning a block of metal into an intricate precise part.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Use micrometers, vernier calipers, small hole gates, telescope gages and other precision instruments such as the optical comparator.
2. Operate in a safe manner the basic machines in a modern machine shop such as the lathe, milling machine, drill press, grinders to include lathe taper attachments, milling machine boring head, dial indicators, diving head and rotary table.
3. Read and interpret blueprints and other written instructions for machining; use shop math, such as trigonometry, to solve machining problems.
4. Demonstrate an understanding of machining characteristics of different types of metal and the sharpening of cutting tools and drills.
5. Use numerical controls and computer numerical controls to perform machining operations on milling machines and lathes.
6. Machine keyways in shafts and broach keyways in gears, set up precision angles with sine bar and lay out surfaces to be machined or holes to be drilled.
7. Chase threads on a lathe.
8. Work to four-plate decimal tolerances.
9. Understand the need for honesty, responsibility and reliability in the workplace.
10. Exhibit safe work habits and an understanding of OSHA and ANSI regulations.

MACHINIST V-032

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
DFT	1104—Blueprint Reading	0	0	3	1
ENG	1102—Professional Communication I	3	0	0	3
MAT	1101—Fundamentals of Mathematics	5	0	0	5
MEC	1101—Machine Shop Theory & Practice	3	0	15	8
		<u>11</u>	<u>0</u>	<u>18</u>	<u>17</u>
WINTER QUARTER					
DFT	1105—Blueprint Reading: Mechanical	1	2	0	2
MAT	1102—Applied Mathematics	5	0	0	5
MEC	1102—Machine Shop Theory & Practice	3	0	12	7
MEC	1118—Introduction to Metals	3	2	0	4
WLD	1180—Basic Welding	2	0	3	3
		<u>14</u>	<u>4</u>	<u>15</u>	<u>21</u>
SPRING QUARTER					
DFT	1106—Blueprint Reading: Mechanical	1	2	0	2
MAT	1122—Machinist Mathematics I	3	0	0	3
MEC	1103—Machine Shop Theory & Practice	3	0	15	8
MEC	1119—Applied Metallurgy	2	0	3	3
PHY	1106—Mechanics	3	2	0	4
		<u>12</u>	<u>4</u>	<u>18</u>	<u>20</u>
SUMMER QUARTER					
MAT	1123—Machinist Mathematics II	3	0	0	3
MEC	1104—Machine Shop Theory & Practice	3	0	12	7
MEC	1120—Introduction to CNC Machining	2	0	3	3
PSY	1101—Human Relations	3	0	0	3
		<u>11</u>	<u>0</u>	<u>15</u>	<u>16</u>

TOTAL QUARTER HOURS: 74

EVENING DIVISION

MACHINIST V-032 CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in Machinist.

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
MAT	1101 —Fundamentals of Mathematics	5	0	0	5
MEC	1101A—Machine Shop Theory & Practice	2	0	4	3
		<u>7</u>	<u>0</u>	<u>4</u>	<u>8</u>

WINTER QUARTER

DFT 1105 —Blueprint Reading: Mechanical	1	2	0	2
MEC 1101B—Machine Shop Theory & Practice	1	0	3	2
	<u>2</u>	<u>2</u>	<u>3</u>	<u>4</u>

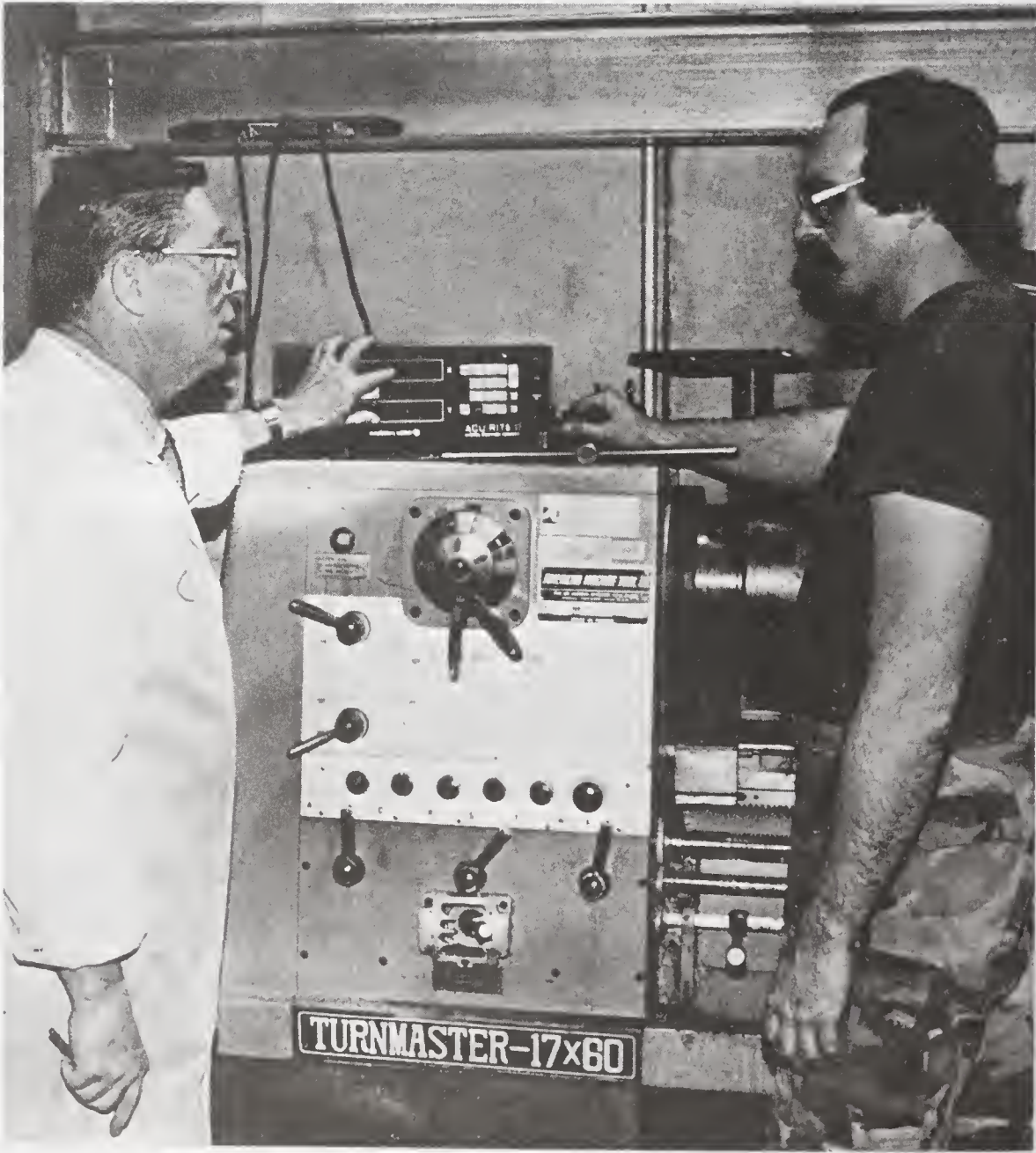
SPRING QUARTER

MEC 1101C—Machine Shop Theory & Practice	0	0	8	3
MEC 1118 —Introduction to Metals	3	2	0	4
	<u>3</u>	<u>2</u>	<u>8</u>	<u>7</u>

SUMMER QUARTER

MEC 1102A—Machine Shop Theory & Practice	2	0	3	3
	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>

TOTAL QUARTER HOURS: 22



NURSING ASSISTANT

V-072

CURRICULUM DESCRIPTION

The Nursing Assistant curriculum prepares graduates to assist registered and practical nurses and physicians in carrying out nursing care and services for patients. The nursing assistant performs simple health care procedures such as bathing and feeding patients, providing comfort measures, positioning patients, preparing patients for physical examinations and special tests, observing and recording vital signs, admitting, transferring and discharging patients, and collecting specimens.

Graduates may be employed in homes, hospitals, clinics, doctors' offices, nursing homes and extended care facilities.

Individuals desiring a career as a nursing assistant should, if possible, take English, biology and social science courses prior to entering the program.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

- 1. Understand and practice nursing within the moral and ethical boundaries of the Nursing Assistant.
- 2. Apply skills appropriate to the Nursing Assistant, dependent upon the level of knowledge, in meeting daily needs of the patient under the supervision of licensed personnel.
- 3. Use observation and communication skills to identify and report the patients nursing needs.
- 4. Contribute to the development, implementation and evaluation of an individualized plan of nursing care for a patient.
- 5. Implement effective communication skills in interpersonal relationships.
- 6. Display a knowledge of the use and care of supplies and equipment the Nursing Assistant will use in the health care setting.

COURSE DESCRIPTION

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
NUR 3023—Nurse Assistant I	2	2	6	5
NUR 3024—Nurse Assistant II	3	4	9	8
NUR 3025—Home Care	2	4	0	4
	7	10	15	17

PRACTICAL NURSE EDUCATION

V-038

CURRICULUM DESCRIPTION

The Practical Nursing curriculum graduates are prepared to take the National Council Licensure Examination required to practice as a licensed practical nurse. The Practical Nursing curriculum is designed to develop competencies in practicing the following five components of practice as defined by the North Carolina Nursing Practice Act, 1981: participating in assessing the client's physical and mental health including the client's reaction to illnesses and treatment regimens; recording and reporting the results of the nursing assessment; participating in implementing the health care plan developed by the registered nurse and/or prescribed by any person authorized by State law to prescribe such a plan, by performing tasks delegated by and performed under the supervision or under orders or directions of a registered nurse, physician licensed to practice medicine, dentist, or other person authorized by State law to provide such supervision; reinforcing the teaching and counseling of a registered nurse, physician licensed to practice medicine in North Carolina, or dentist; and reporting and recording the nursing care rendered and the client's response to that care.

Licensed practical nurses may be employed in hospitals, nursing homes, clinics, doctors' offices, industry, and public health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

In the process of successfully completing this program of study, the student will have demonstrated the ability to perform the components of practice as listed in the curriculum description. The student will also:

1. Demonstrate skills in effective oral and written communication essential in the health care delivery system.
2. Demonstrate professional behaviors essential to the practice of a licensed practical nurse.

ADMISSIONS REQUIREMENTS

Applicant must:

1. Be a high school graduate or equivalent.
2. File the following with the Admissions Office prior to enrollment:
 - a. an application for admission
 - b. a copy of high school transcript or GED scores and all other post-secondary school records.
3. Have satisfactory scores on placement tests required by the College.
4. Demonstrate physical and emotional health by having a physical and dental exam.

Having completed the above requirements applicants will be called for an interview.

ACADEMIC REGULATIONS

Students must maintain the quality point average in accordance with the College policy "Quality Point Average to Determine Continuance in School" for one year curricula.

Students who make a "D" or less in a nursing course, or an "F" on a general education course, will not be allowed to progress or graduate.

READMISSION POLICY

Only one academic readmission will be permitted. A student requesting readmission to the Practical Nurse Education program must complete the admission process, i.e. new references and physical and dental forms. Audit requirements for courses successfully completed will be determined by the program director and nursing faculty based on previous academic achievement and on an individual basis.

ADDITIONAL REQUIREMENTS

Once enrolled in the PNE program, students will be required to:

1. Purchase liability insurance annually
2. Purchase student accident insurance if they do not have health insurance coverage
3. Demonstrate physical and emotional health
4. Adhere to the student guidelines specific to the Practical Nursing Program



PRACTICAL NURSE EDUCATION V-038

	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
FALL QUARTER				
NUR 1001—Fundamentals of Nursing	9	0	9	12
NUR 1002—Anatomy & Physiology	6	0	0	6
NUR 1003—Nutrition & Diet Therapy	3	0	0	3
	<u>18</u>	<u>0</u>	<u>9</u>	<u>21</u>
WINTER QUARTER				
ENG 1102—Professional Communication I.....	3	0	0	3
NUR 1005—Medical-Surgical Nursing I	10	0	0	10
NUR 1007—Medical Surgical Nursing I Practicum...	0	0	15	5
PSY 1101—Human Relations	3	0	0	3
	<u>16</u>	<u>0</u>	<u>15</u>	<u>21</u>
SPRING QUARTER				
NUR 1006—Pediatrics Nursing	5	0	0	5
NUR 1008—Pharmacology & Drug Therapy I	3	0	0	3
NUR 1010—Obstetrics Nursing	5	0	0	5
NUR 1011—Pediatrics & Obstetrics Nursing Practicum.....	0	0	15	5
	<u>13</u>	<u>0</u>	<u>15</u>	<u>18</u>
SUMMER QUARTER				
NUR 1012—Pharmacology & Drug Therapy II	2	0	0	2
NUR 1013—Nursing Seminar	2	0	0	2
NUR 1014—Medical Surgical Nursing II	9	0	0	9
NUR 1015—Medical Surgical Nursing II Practicum ..	0	0	18	6
	<u>13</u>	<u>0</u>	<u>18</u>	<u>19</u>
General Education	15	0	0	15
Nursing	45	9	48	64
TOTAL	60	9	48	79

Off-campus training sites for the Practical Nurse Education Program are:

Naval Hospital, Camp Lejeune, NC

Onslow Memorial Hospital, Jacksonville, NC

Britthaven of Jacksonville, Jacksonville, NC

SURGICAL TECHNOLOGY

V-071

CURRICULUM DESCRIPTION

The Surgical Technology curriculum prepares graduates to assist in the care of surgical patients in the operating room, and functions of the surgical team by arranging supplies and instruments, maintaining aseptic conditions, preparing patients for surgery and assisting the surgeon during operations in the use of materials and equipment. Assisting the surgeon by a surgical technologist is permitted only by individual hospital policy.

Graduates are eligible to take the Certification Examination for Certified Surgical Technologists given by the Association of Surgical Technologists, Incorporated and administered by the Liaison Council on Certification for the Surgical Technologist. Surgical technologists may practice in the hospital's operating, emergency, labor and delivery rooms, central sterile processing department, ambulatory surgical services and physicians' offices.

Individuals desiring a career in surgical technology should take biology and mathematics courses prior to entering the program.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Demonstrate appropriate skills in the hospital and operating room environment with regards to duties and responsibilities, including moral, legal and ethical aspects of those responsibilities.
2. Develop and carry out skills in basic nursing procedures dealing with the care and preparation of patients for surgery.
3. Use knowledge and skills in care, sterilization, and preparation of equipment and supplies used in an operating room.
4. Identify the types and the procedures for administering anesthetics and their complications.
5. Apply the principles of aseptic technique in the clinical area.
6. Utilize knowledge of human anatomy and physiology and operating room terminology.
7. Identify the various surgical instruments and know their uses, and with the knowledge be able to assemble in an actual situation the proper instruments, sutures, drapes, etc. required for various surgical procedures.
8. Function as a team member within the parameters of established group dynamics and display appropriate professional behavior in interpersonal relationships.
9. Communicate effectively, verbally and in writing with patients, families, and other health care personnel.
10. Demonstrate appropriate assessment of patient's and O.R. team's needs, and utilize appropriate problem-solving techniques to meet those needs.

ACADEMIC REGULATIONS

The Surgical Technology student will advance through the sequence required in the Surgical Technology Curriculum from quarter to quarter as long as he maintains the quality point average of 2.0 and receives no grade below a "C" on all Surgical Technology courses as well as all Anatomy and Physiology courses and no grade below a "C" on the Microbiology course.

READMISSIONS POLICY

The student must hold a 2.0 average to be considered for readmission into the program. He/she must have successfully completed prerequisites before being considered for readmission into the Surgical Technology Program. Only one academic readmission will be allowed.

SPECIAL REQUIREMENT

Due to the recent published report of anesthetic gases possibly having an adverse effect on the unborn child, no person who is pregnant will be accepted in the Surgical Technology Program. If a student should become pregnant, she will be required to withdraw.



SURGICAL TECHNOLOGY
V-071

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Clinic	
SUMMER QUARTER					
(2ND SPLIT SESSION)					
ENG	1102—Professional Communications	6	0	0	3
PSY	1101—Human Relations	6	0	0	3
		12	0	0	6

FALL QUARTER					
BIO	1121—Preclinical Human Anatomy and Physiology I	3	3	0	4
SUR	1100—Nursing Procedures	3	0	3	4
SUR	1101—Introduction to Operating Room	3	0	3	4
SUR	1102—Surgical Procedures I	5	0	3	6
SUR	1106—Seminar I	2	0	0	2
		16	3	9	20

WINTER QUARTER					
BIO	1122—Preclinical Human Anatomy and Physiology II	3	3	0	4
SUR	1103—Surgical Procedures II	5	0	3	6
SUR	1104—Clinical Practice I	0	0	21	7
		8	3	24	17

SPRING QUARTER					
BIO	1123—Introduction to Microbiology	3	3	0	4
SUR	1105—Clinical Practice II	0	0	24	8
SUR	1107—Seminar II	1	0	0	1
SUR	1109—Surgical Procedures III	4	0	0	4
		8	3	24	17

SUMMER QUARTER					
(1ST SPLIT SESSION)					
SUR	1108—Clinical Practice III	0	0	36	6
SUR	1110—Seminar III	4	0	0	2
		4	0	36	8

TOTAL QUARTER HOURS: 68

Off-campus training sites for the Surgical Technology Program are:
Naval Hospital, Camp Lejeune, NC
Onslow Memorial Hospital, Jacksonville, NC

The following course substitutions may be made:

COURSE NO.	COURSE TITLE	IN LIEU OF
BIO 171	Human Anatomy and Physiology I	BIO 1121
BIO 172	Human Anatomy and Physiology II	BIO 1122
BIO 173	Introduction to Microbiology	BIO 1123
ENG 121	Grammar & Composition I	ENG 1102
ENG 124	Secretarial Composition	ENG 1102
ENG 151	Composition and Rhetoric	ENG 1102
ENG 155	English Composition	ENG 1102
PSY 206	Applied Psychology	PSY 1101
PSY 251	Introduction to Psychology	PSY 1101

WELDING

V-050

CURRICULUM DESCRIPTION

The Welding curriculum gives students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry. Welders join metals by applying intense heat, and sometimes pressure to form a permanent bond between intersecting metals.

Welding offers employment in practically any industry; shipbuilding, automotive, aircraft, guided missiles, heavy equipment, railroads, construction, pipefitting, production shops, job shops and many others.

In the process of successfully completing this program of study, the student will have demonstrated the ability to:

1. Be in position to select the proper process of welding (SMAW, GTAW, GMAW, etc.) and provide high quality welds in all positions germane to fillet and groove welding.
2. Have a thorough technical understanding of oxy-fuel type welding, brazing, soldering and flame cutting.
3. Be able to identify metals and distinguish ferrous from non-ferrous metals.
4. Have the training and ability to weld in shielded metal arc welding, gas metallic arc welding and gas tungsten arc welding in all positions and various types of metals.
5. Be able to weld basic pipe joints, after fitting them through proper layout patterns.
6. Read blueprints, understand their composition and place all welds relative to the welding symbols in their proper place and sequence.
7. Finally, pass a Certification Test for Welders in plate via instructions as set forth via The American Welding Society (D1.1) and/or The American Society of Mechanical Engineer, Section IX (AWS and ASME respectfully).

SPECIAL REQUIREMENTS

The welding student will be required to purchase several items of safety equipment, tools and drafting instruments. A list of these items will be given to each student at the beginning of the Fall Quarter and will indicate the item and quarter required. All students must comply with this requirement for the welding course.

WELDING V-050

		Hours Per Week			Quarter Hours Credit
		Class	Lab	Shop	
FALL QUARTER					
DFT	1117—Blueprint Reading: Welding	0	0	3	1
ELC	1101—Basic Electricity	3	0	0	3
ENG	1102—Professional Communication I	3	0	0	3
MAT	1101—Fundamentals of Mathematics	5	0	0	5
MEC	1112—Machine Shop Practice	1	0	3	2
WLD	1102—Welding I, Oxyacetylene	2	0	6	4
WLD	1107—Welding Problems I, Oxyacetylene	1	0	6	3
		15	0	18	21
WINTER QUARTER					
DFT	1180—Trade Drafting & Sketching	0	0	6	2
ENG	1103—Professional Communication II	3	0	0	3
MEC	1141—Sheet Metal Fabrication	0	0	6	2
WLD	1103—Welding II, ARC Welding	2	0	6	4
WLD	1108—Welding Problems II, ARC Welding	1	0	6	3
WLD	1112—Mechanical Testing & Inspection	1	0	3	2
		7	0	27	16
SPRING QUARTER					
DFT	1118—Pattern Development	2	0	3	3
PSY	1101—Human Relations	3	0	0	3
WLD	1104—Welding III, Inert Welding	2	0	6	4
WLD	1109—Welding Problems III, Inert	0	0	3	1
WLD	1124—Pipe Welding	3	0	12	7
		10	0	24	18
SUMMER QUARTER					
BUS	1103—Small Business Operations	3	0	0	3
WLD	1106—Welding V, Certification	2	0	3	3
WLD	1110—Welding Problems V, Certification	1	0	3	2
WLD	1122—Commercial & Industrial Practice	3	0	9	6
		9	0	15	14

TOTAL QUARTER HOURS: 69

EVENING DIVISION
WELDING
V-050
CERTIFICATE

Completion of the following courses will result in the awarding of a certificate in the Welding Program.

	Hours Per Week			Quarter
	Class	Lab	Shop	Hours
FALL QUARTER				Credit
WLD 1102—Welding I, Oxyacetylene	2	0	6	4
WLD 1103—Welding II ARC Welding	2	0	6	4
	<u>4</u>	<u>0</u>	<u>12</u>	<u>8</u>
WINTER QUARTER				
WLD 1104—Welding III, Inert Welding	2	0	6	4
WLD 1108—Welding Problems II, ARC Welding	1	0	6	3
	<u>3</u>	<u>0</u>	<u>12</u>	<u>7</u>
SPRING QUARTER				
WLD 1106—Welding V, Certification	2	0	3	3
	<u>2</u>	<u>0</u>	<u>3</u>	<u>3</u>
SUMMER QUARTER				
DFT 1117—Blueprint for Welders	0	0	3	1
	<u>0</u>	<u>0</u>	<u>3</u>	<u>1</u>

TOTAL QUARTER HOURS: 19

EVENING DIVISION

Coastal Carolina Community College provides for an extensive evening program to include selected courses in the degree, diploma, and certificate curricula listed in the catalog.

Evening classes normally meet two nights each week for an eleven-week quarter. In most instances, it is possible to take two courses the same evening. The evening student may attend on a part-time or full-time basis.

In addition to individual course offerings in most technical, vocational, and college transfer subjects, a student may complete requirements leading to an Associate degree in selected technical and college transfer programs within a minimum period of two calendar years through the Evening Division of the College. It may be advisable, however, that course work be extended over a longer period of time, depending on outside commitments.

The following degree programs may be completed through the Evening Division although enrollment during the day may be necessary.

COLLEGE TRANSFER

Associate in Arts Degree

TECHNICAL (Associate in Applied Science Degree)

Administrative Office Technology
Business Administration
Business Computer Programming—
Diploma or Certificate
Criminal Justice

Fire Protection Technology
General Office Technology
Marketing and Retailing
Paralegal Technology

VOCATIONAL (CERTIFICATE PROGRAMS and selected courses)

In addition to the Technical and College Transfer Degree programs above, selected Vocational Courses are also scheduled during the evening in the following areas:

CERTIFICATE PROGRAMS

Air Conditioning, Heating
and Refrigeration
Architectural Technology
Automotive Technology
Diesel Vehicle Maintenance
Electronic Engineering Technology
Electronic Servicing
Machinist
Welding

DIPLOMA PROGRAMS

Cosmetology

SELECTED COURSES

Auto Body Repair
Electrical Installation
and Maintenance

The scheduling of courses may be altered by the substitution of courses, deletion of courses or by the addition of other courses. This right is reserved by the College since resources to offer evening courses are sometimes limited.



CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAMS DIVISION OF CONTINUING EDUCATION

General Information: Coastal Carolina Community College plays an active role in the Continuing Education of the citizens of Onslow County. The Continuing Education Division provides courses which upgrade the occupational skills and knowledge of individuals at all levels of labor and management, offers services to small businesses and provides programs to meet the training needs of new and expanding industries. Programs are also provided to meet literacy needs, basic skill improvement, and high school equivalency certification. Additionally, a broad range of courses are offered enabling individuals to improve in home and community life and develop or improve leisure time activities.

Eligibility: To enroll in courses offered in the Continuing Education Program, a student should be eighteen (18) years of age or older. However, sixteen (16) year olds can be served upon completion of the minor application form.

Credit: The Continuing Education Unit is used as the basic unit of measurement for an individual's participation in Continuing Education non-credit classes, courses and programs. CEU's will be awarded — ten (10) contact hours equal one (1) CEU — to individuals who successfully complete a learning activity in occupational or academic program areas.

Registration: Courses begin at various times during the traditional eleven week quarter. Normally, registration for courses is conducted on the first class meeting, though occasionally pre-registration is required. Announcements concerning dates, times, locations of classes, and registration information are available in the office of Continuing Education.

Fees: Continuing Education fees are determined by the North Carolina General Assembly as follows: Occupational Courses — \$15.00; Academic, Practical Skills and Avocational Courses — \$20.00; Adult Basic Education, Adult High School and GED — No Costs. Senior citizens, 65 years of age and older, may enroll in any course free of a registration charge. There is no registration fee for job related courses for local law enforcement, fire and rescue personnel.

PROGRAMS OF INSTRUCTION

OCCUPATIONAL EXTENSION PROGRAMS: Through the Occupational Extension program, Coastal answers the community's job training needs by providing entry-level training, retraining and upgrading for improving job performance. This includes non-credit courses, workshops, apprenticeship programs, teacher renewal and various courses related to training in vocational or professional areas. The Occupational Extension program offers standard, existing courses or develops courses designed especially for businesses, organizations, agencies, or industries.

EMERGENCY MEDICAL, HEALTH, AND SAFETY: Health and emergency services courses are designed to meet both the pre-service and in-service training needs of the medical community. Courses are scheduled to fulfill the needs of rescue squads, fire departments, health agencies, hospitals, nursing homes and other related agencies.

FIRE SERVICE TRAINING: Full-time and volunteer firefighters are provided with the opportunity to gain technical knowledge and skills needed in the effective performance of their duties. With flammable and explosive materials being stored and transported, it is necessary to keep abreast of the latest techniques for controlling hazardous conditions. In addition to classroom theory, the firefighter has the opportunity to apply firefighting techniques during specially designed field exercises. Training sessions may be held on the college campus or in local fire departments, with in-service classes provided in convenient locations throughout the county.

LAW ENFORCEMENT TRAINING: Numerous short, non-credit in-service courses for Law Enforcement personnel are offered by the College. Courses are usually held on the main campus but may be scheduled for a particular department and held at an alternate location. The courses are designed to assist individuals in becoming more proficient officers and retrain in current practices.

ADULT BASIC EDUCATION (ABE): The Adult Basic Education Program is designed to provide basic skill training in reading, writing and mathematics for adults whose educational achievement is less than ninth grade. The ABE curriculum is comprehensive, utilizing adult oriented materials and instruction to meet the needs of the individual. Classes are scheduled on the main campus and at many community locations to meet the basic educational needs of citizens of Onslow County. All books and materials are provided free of charge.

GENERAL EDUCATION DEVELOPMENT PROGRAM (GED): The General Educational Development Program (GED) is designed for the adult who has not completed high school and would like to obtain a NORTH CAROLINA HIGH SCHOOL EQUIVALENCY CERTIFICATE. An individual must achieve the necessary scores on the General Education Development Test to achieve the high school equivalency certificate which is accepted by more than 90% of colleges and universities and by many employers.

The GED consists of five (5) parts which measure a person's ability to use correct English in written expression, read and comprehend material in social studies, science and literature, and solve problems in mathematics. Students may prepare to take the GED test by attending GED classes in reading, English and mathematics or by studying on an individual basis in the General Studies Center. Classes are offered day and evening and text books are provided for student use.

Coastal Carolina Community College is an official GED testing center. The GED test is given once a month for the general public or at the end of each quarter if a student is enrolled in GED classes. There is a \$7.50 test fee.

ADULT HIGH SCHOOL DIPLOMA PROGRAM (AHS): The Adult High School Diploma Program (AHS) is offered for the adult, 16 years of age or older, who, after dropping out of high school, returns to complete his course work in order to obtain an ADULT HIGH SCHOOL DIPLOMA. To earn his high school credential the student must complete twenty (20) credits and pass the North Carolina Competency Test in reading, writing, and mathematics. Credits may be earned through AHS classes in English, reading and math; other courses are offered through independent study in the General Studies Center.

This program, offered with the approval and cooperation of the Onslow County Board of Education, also grants credits for any of the requirements previously completed in high school, military schools or work experience courses. Classes are offered day and evening and textbooks are provided.

ENGLISH AS A SECOND LANGUAGE: "English as a Second Language" is designed for foreign students who want to learn to speak, write, and communicate fluently in the English language. Conversational English is stressed, as well as vocabulary, spelling, and reading development. Classes are offered each quarter during the day and evening based on demand.

COMPENSATORY EDUCATION PROGRAM: Compensatory Education offers classes for mentally handicapped adults in math, community living skills, reading, health, social science, consumer education and vocational education. The program is designed to assist students in gaining as high a level of independence and self-sufficiency as possible.

To be eligible for the program, students must be at least 18 years of age and have evidence documenting the student is mentally handicapped.

COMMUNITY SERVICE PROGRAMS: The Community Service classes reflect the needs and interests of citizens of Onslow County through the Academic, Practical Skills and Avocational course offerings. These courses provide new avenues for personal development, skills training, cultural enrichment and lifelong learning. Course offerings within these programs include: Conversational German, Reading Improvement, Clothing Construction, Arts and Crafts, Floral Design, Interior Decorating, Genealogy, Upholstery and Furniture Refinishing. Many classes are held off campus to allow for convenience.

SMALL BUSINESS CENTER: The Small Business Center provides a customized program designed to respond to training and counseling needs of small business owners or prospective owners. The Center accomplishes this task by monitoring the needs of area small businesses, offering classes and seminars to meet those needs, and by networking with other agencies serving small business.

INDUSTRIAL TRAINING CENTER

NEW AND EXPANDING INDUSTRY PROGRAM: Coastal Carolina Community College in cooperation with the North Carolina State Department of Community Colleges will design and administer a training program for any industry in Onslow County tailored to the unique needs of each industry. The purpose of this service is to help a new and/or expanding industry meet its immediate manpower needs and to encourage each industry to develop a long-range training program of its own to satisfy its continuing replacement and retraining needs.

FOCUSED INDUSTRIAL TRAINING PROGRAM: Coastal Carolina Community College offers individualized training that is customized to the needs of local, existing industries. The industrial training specialists at the College work with each industry to assess needs and develop a specific training program to meet those needs.

IN-PLANT TRAINING: Coastal Carolina Community College offers a variety of training courses taught at the clients' plant or office. These customized training programs utilize company employees to provide training to new employees or upgrade training of existing employees.

CLASSES AT CAMP LEJEUNE, NORTH CAROLINA

For the convenience of the military personnel stationed in Onslow County, Coastal Carolina Community College offers courses at Camp Lejeune and Marine Corps Air Station, New River. College staff is available to counsel, test, and register students for curriculum and extension programs.

Curriculum course offerings include both Occupational and Introductory College Transfer courses, which are offered on a demand basis. Course offerings are coordinated with Base Educational Services Office to assure relevant and timely course selections. A coordinator of Curriculum Programs assists students and works with the Base Education Services Coordinator, Camp Lejeune, to assess the need for various classes.

Extension programs offered on the Base and coordinated through the center include the Basic Skills Education Program, Adult High School, General Education Development (GED), and various special interest courses offered on a demand basis. Continuing Education staff design the programs to meet students' needs. Programs offered include Practical Skills, Avocational, Occupational, and Academic Extension. Costs are minimal, with some programs free.

For further information on course offerings at Camp Lejeune, call 451-2391 or 353-0187, or write: Coastal Carolina Community College Office, Camp Lejeune, Post Office Box 8190, Camp Lejeune, North Carolina 28542.

DESCRIPTION OF COURSES

Course Numbering

Courses at Coastal Carolina Community College are numbered in accordance with the system of the North Carolina Department of Community Colleges.

1. All preparatory or developmental courses are indicated by a three-letter prefix and numbered 70-99. These courses are not transferable and do not count as credit toward a degree at Coastal Carolina Community College. Credits for these classes are shown in parenthesis to indicate these hours used in calculating tuition charges, not to imply degree credit.

Example: MAT 98

2. All freshman technical courses are indicated by a three-letter prefix and are numbered **100-149**. All sophomore technical courses are indicated by a three-letter prefix and are numbered **200-249**.

Example: ARC 101

3. All freshman transfer courses are indicated by a three-letter prefix and are numbered **150-199**. All sophomore transfer courses are indicated by a three-letter prefix and are numbered **250-299**.

Example: MAT 261

4. All vocational courses are indicated by a three-letter prefix and are numbered 1000-1299.
5. All adult education courses beyond the high school level are indicated by a three-letter prefix and are numbered 2000-2999.
6. All high school courses are numbered according to the North Carolina Public School numbering system.

COURSE SUBSTITUTIONS

Within some curricula programs, substitutions may be made for required classes. The substitutions listed below are standard ones requiring no special permission. Any substitutions not specifically included in the list below must be approved by the department/division head and the curriculum dean.

COURSE REQUIRED	COURSE SUBSTITUTION
BCP 105	BCP 106
BCP 151	BCP 161
BCP 202	BCP 206
BCP 210	BCP 206
BCP 211	BCP 207
BCP 212	BCP 208
BCP 216	BCP 216E
BCP 222	BCP 107

BIO 1121	BIO 171
BIO 1122	BIO 172
BIO 1123	BIO 173
BUS 118	BUS 171
BUS 220	BUS 118 or 171
BUS 221	BUS 172
BUS 1103	BUS 161, 233 or 235
CHE 150	CHE 161
CJC 130	PSC 145
ECO 108	ECO 151
ELC 1101	ELC 1102 or 1112
ELC 1102	ELC 1112
ENG 121	ENG 124 or 155
ENG 122	ENG 156 or 226
ENG 123	ENG 157
ENG 121, 122, 123	ENG 151 and 152
ENG 124	ENG 121, 151 or 155
ENG 224	SPH 151 or 161
ENG 226	ENG 122, 152 or 156
ENG 1102	ENG 121, 124, 151 or 155
ENG 1103	ENG 224, SPH 151 or SPH 161
LEG 211	BUS 233 or CJC 140
PSY 206	PSY 251
PSY 1101	PSY 251 or 206
POL 221	POL 151
MAT 121	MAT 160 or 161
MAT 122	MAT 161 and 162
MAT 123	MAT 161 and 162
MAT 124	MAT 261
MAT 160	MAT 161
MAT 1101	MAT 1115, 1116, 110, 160, 161 or any math level higher than MAT 161
PHY 121	PHY 161, 261
PHY 122	PHY 162, 262
PHY 123	PHY 163, 263
PHY 161	PHY 261
PHY 162	PHY 262
PHY 163	PHY 263
SOC 152	SOC 151
SPH 151	SPH 161

AIR CONDITIONING

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
AHR 101—Automotive Heating and Air Conditioning	2	0	6	4
A study in the design, theory, and operation of automotive heating and air conditioning systems. Refrigeration and heat transfer principles will be taught. Climate control, heating, ventilation, and air conditioning duct work service and removal will be covered. Special emphasis will be placed on Freon-R-12 recovery and control with respect to federal laws and ozone damage. Lab will provide the students with diagnosing a/c and heating problems, unit repair and systems performance analysis. Shop safety regarding refrigerant handling will be emphasized. Prerequisite: None.				
AHR 1103—Applied Electricity for HVAC Systems	1	0	3	2
The use of test instruments and equipment used in servicing electrical apparatus for air-conditioning and heating systems installations. Emphasis is placed on electrical principals and procedures for troubleshooting the various electrical devices used in air-conditioning and heating equipment. Students will learn how to use test instruments to analyze performance and troubleshoot malfunctions of transformers, various types of motors and starting devices, switches, electrical heating devices, and wiring. Prerequisite: None.				
AHR 1104—Applied Electronics for HVAC Systems	2	0	3	3
Common electronic control components utilized in HVAC systems. Emphasis is placed upon identifying different electronic components and their functions in HVAC system and motor drive control circuits. Students will learn how to identify these components, describe their functions in control circuitry, and to use test instruments to measure electronic circuit values and to identify malfunctions. Prerequisites: AHR 1103, ELC 1150				
AHR 1150—Introduction to Heating Equipment	1	0	3	2
Introduction to oil, gas and electric heating equipment and systems. Emphasis is placed on furnace configurations, design difference, component nomenclature and function within the unit. Other topics covered include fuel systems and types, electrical and control requirements, and operating characteristics. Prerequisite: None				
AHR 1151—Fundamentals of Heating	2	2	0	3
An introduction to the fundamentals of warm air heat, including oil, gas and electric forced air systems. Emphasis is placed upon terminology, operating principles, theory, components and materials utilized in installation and servicing. Introduced are comfort surveys, heat loss and gain, equipment selection, solar heating and heat distribution systems. Prerequisite: None				
AHR 1152—Servicing Heating Equipment	1	0	6	3
An introduction to the servicing and repair procedures for electric, gas, and oil warm air heating systems. Emphasis is placed on students' hand-on practice in servicing. The analysis of operating malfunctions, and the repair of system components. Students will learn systematic procedures for diagnosing and repairing mechanical and electrical malfunctions. Prerequisite: None				
AHR 1160—Principles of Refrigeration	2	4	0	4
An introduction to the operation of refrigeration systems including nomenclature and function of major components within the system, characteristics and identification of commonly used refrigerants and the safe and proper handling of specialized tools used by refrigeration technicians. Other topics included are refrigeration theory, physical laws governing refrigerant behavior under various pressure/temperature combinations, and recognition of abnormal system operation. Safe handling procedures for pressurized refrigerant systems and containers will be stressed. To include refrigerant recovery methods. Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
AHR 1161—Domestic Refrigeration Servicing	1	0	6	3
Application of skills learned in AHR 1160 with emphasis on “Hands On” problem diagnosis and repair of domestic refrigerators and freezers. Students will utilize recognized electrical and refrigerant system troubleshooting techniques to determine malfunction causes, and repair/replace as necessary to restore the system to normal operation. Diagnostic/Repair practices will include acetylene brazing of refrigerant pressure/temperature measurements using instruments common to the refrigeration trade.				
Prerequisite: AHR 1160				
AHR 1171—Air Conditioning Servicing “Refrigeration”	1	0	3	2
Introduction to air-cooled air-conditioning systems including both window units and ducted, central units, split and packaged. Emphasis is placed on routine servicing, problem diagnosis and repair of the refrigerant carrying components of these systems. Special emphasis is placed on the safe handling of refrigerants during system charging operations.				
Prerequisite: AHR 1161				
AHR 1172—Air Conditioning Servicing “Air Side”	1	0	3	2
Continuation of air-conditioning servicing with emphasis on proper installation, operation and maintenance of fans, duct systems, air filters and other components of the “Air Side”. Other topics include maintenance, repair/replacement of fan components, and evaluation of overall cooling performance. Relationships between improper air flow and refrigerant systems efficiency are examined in depth.				
Prerequisite: AHR 1174				
AHR 1173—Air Conditioning Servicing “Controls”	1	0	3	2
Continuation of air-conditioning servicing with emphasis on electrical power requirements, internal wiring, and controls peculiar to air-conditioning systems. The use of safe and proper techniques in installation, problem diagnosis and repair/replacement of electrical components is stressed. “Hands On” shop experience will enable each student to examine, test and repair/replace each electrical component in the system.				
Prerequisite: ELC 1151				
AHR 1174—Air Conditioning Fundamentals	5	0	0	5
Principles of air-cooled air-conditioning systems operation including room cooling units and split and packaged air-to-air systems. Emphasis is placed on terminology, components, and the measuring and control of factors affecting air movement and cleaning, temperature and humidity control. Students will learn how to calculate the cooling comfort needs of a conditioned space; use psychrometric charts to determine equipment performance needs to produce optimum temperature and humidity control; and how manufacturers’ performance specifications are utilized to determine air distribution system requirements.				
Prerequisite: None				
AHR 1211—All Weather Systems “Electric Heat”	1	0	3	2
Principles of combination electric heating and cooling systems including electric furnaces. Baseboard heaters and strip heaters in ducts or cooling unit. Other topics include line voltage and low voltage heating/cooling control thermostats, problem diagnosis and repair, and total system adjustment for maximum performance.				
Prerequisite: AHR 1151				
AHR 1212—All Weather Systems “Oil Heat”	1	0	3	2
Principles of combination oil heating and cooling systems including both separate furnaces and integrated oil heating/cooling units. The student will learn proper installation and performance evaluation techniques, as well as problem diagnosis and repair of system components. Laboratory exercises will include fuel line, duct and flue connections and system troubleshooting procedures.				
Prerequisite: AHR 1151				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
AHR 1213—All Weather Systems “Gas Heat”	1	0	3	2
Principles of combination gas heating and cooling systems including natural or LP gas burning units, installed separately from or integrated with the cooling unit, the student will learn proper installation and performance evaluation techniques, as well as problem diagnosis and repair of system components. Laboratory exercises will include gas line sizing and installation, selection of gas flow and pressure controls, and unit connection to existing ductwork. Safe handling procedures for gaseous fuels and containers will be stressed.				
Prerequisite: AHR 1151				
AHR 1214—All Weather Systems “Heat Pumps”	2	0	3	3
Principles of installation, service and repairing of air-to-air heat pumps. Emphasis is placed on the different refrigeration cycles, selections of the components of a complete system, proper application and installation practices, and service procedures for air-to-air heat pump systems. Students will learn how to properly size and install a complete system, perform routine service procedures, analyze performance, and to apply systematic problem diagnosis and repair procedures.				
Prerequisites: AHR 1152, 1171, 1174				
AHR 1215—North Carolina Building Code “Volume III”	3	2	0	4
NC state code interpretation of minimum standards, provisions and requirements, methods of installation of air-conditioning, heating and refrigeration equipment as required by NC state regulations and local building codes.				
Prerequisite: None				
AHR 1221—Advanced Heat Pump Systems	2	0	3	3
An advanced course covering water source and advanced design variable-speed air-to-air heat pumps. Emphasis is given to application and service of water source systems and to the mechanical and electronic control components of variable-speed systems. Students will learn how to measure and calculate SEER; plot a balance point on a structure; apply systematic diagnostic procedures to malfunctioning electronic controls and variable-speed and other advanced heat pumps; and to install, service, diagnose malfunctions, and repair the different components of water source heat pumps.				
Prerequisites: AHR 1214, ELC 1151				
AHR 1222—Advanced Air Conditioning Systems	2	0	3	3
An advanced course covering water-cooled air-conditioning systems service problems. Emphasis is placed on the use of test equipment, selection and installation of system components, and estimating of installation requirements. Students will learn how to estimate capacity requirements of system components, employ proper refrigerant and waterpiping techniques, select accessories; test, analyze, and adjust controls; and to evaluate and solve service problems.				
Prerequisites: AHR 1103, 1171, 1174				
AHR 1223—Hydronic and Chilled Water Systems	1	0	3	2
Principles of servicing, problem diagnosis, and repairing of hot-water and steam heating systems. Emphasis is placed on the proper use of test instruments analysis of pump of system performance, and the safety principles involved in the operational and servicing hydronic heating systems. Students will learn how to test, adjust, and balance a multi-zone system; utilize pump and system curves to analyze performance; measure and calculate heat output at terminal units; service the boiler and heating unit, piping system and components, and controls; and to analyze and solve service problems.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
AHR 1224—Estimating and Contracting	1	0	3	2
Take-off of materials, equipment and labor. Specifications, plans, contracts, bids, bonus buying and selling will be covered.				
Prerequisite: None				
AHR 1231—Physics of Air	2	2	0	3
Air-conditioning as it is commonly defined is the process of changing one or more of the characteristics of the air to make it more comfortable in heating, cooling, humidifying, or dehumidifying. All of these things are interrelated. This program will introduce the psychrometric chart and give you some practice in solving common problems requiring its use.				
Prerequisite: Mat 160				
AHR 1232—Residential Air Distribution Design	3	2	0	4
Principles of the design of heating and cooling systems for individual residential buildings. Students will learn how to estimate the heating and cooling requirements, select the proper capacity heating and cooling equipment, determine the air quantities required on a room-by-room basis, select room air outlets and returns, and to size duct work for the residence.				
Prerequisites: AHR 1151, 1174, DFT 1104				
AHR 1233—Commercial Air Distribution Design	2	2	0	3
Principles of the design of heating and cooling systems for commercial type buildings. Students will learn to select the proper size heating and cooling equipment to meet heating and cooling requirements. Determine the air mixture conditions entering and leaving the cooling coil, utilize a psychrometric chart to determine the conditions of mixed air flow, calculate latent and sensible heat loads of air quantities, and to determine air quantities and mixture conditions based upon the calculated heating and cooling loads of the structure.				
Prerequisites: AHR 1151, 1174, DFT 1104, MAT 160, PHY 1106				
AHR 1234—Hydronic and Chilled Water Systems Design	2	2	0	3
Principles of the design of hot water and low-pressure steam heating systems. Students will learn how to select boiler and other components of a complete system including the utilization of manufacturers' equipment specifications, charts and tables, and equipment catalogues; correctly size piping; and to determine the correct temperature and quantity of hot water or steam to meet calculated load conditions.				
Prerequisite: AHR 1223				
AHR 1235—National Electric Code (AHR)	3	2	0	4
This class prepares the HVAC students to obtain a limited restricted license to do necessary electrical work for connecting HVAC equipment to the main distribution panel. It provides a working knowledge of the national electric code, methods of calculating electrical problems, grounding and bonding problems, wiring methods and terminations, boxes fittings, and over current protection devices, and general code requirements of installation.				
Prerequisite: None				

ARCHITECTURAL TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ARC 100—Sketching, Drawing & Composition	1	4	0	3
This course introduces free-hand sketching and drawing and the arrangement of design elements in a balanced composition. Emphasis is placed on developing a free-hand sketching style using pencils and felt tip pens. Upon completion, students will be able to exhibit basic sketching abilities using pencils and felt tip pens.				
Prerequisite: None				
ARC 101—Architectural Drafting & Design I	2	0	6	4
This course introduces the student to the basics of architectural drafting with emphasis on blueprint reading, lettering and line quality as well as techniques involved in correctly drawing various elements of a building. Students will begin laying out a set of residential working drawings.				
Prerequisite: None				
ARC 102—Architectural Drafting & Design II	2	0	6	4
This course is a continuation of ARC 101 and includes further development of drawing skills. Upon completion students will finalize the set of residential working drawings.				
Prerequisite: ARC 101				
ARC 103—Architectural Drafting & Design III	2	2	6	5
This course is a continuation of ARC 102 and includes further development of drawing skills. During the quarter students will further their knowledge of drafting by completing drawings depicting variations in construction of a residence.				
Prerequisite: ARC 102				
ARC 110—Introduction to Architecture	2	0	3	3
This course is concerned with a morphological study of the essential elements of form and space as related to architectural design. Emphasis is placed on American Architecture as well as architecture around the world. Upon completion, students will be able to recognize concepts of form and space and to develop these into an architectural understanding of the built environment.				
Prerequisite: ARC 101				
ARC 111—Materials & Methods of Construction	2	2	3	4
The course is an introductory level course into the technical aspects of building materials and construction techniques. Topics include soils and basic building materials; field trips are taken to examine field construction methods and techniques. Upon completion, students will be able to discuss the basics of residential and small commercial building materials and construction techniques.				
Prerequisite: None				
ARC 112—Materials & Methods of Construction II	3	4	0	5
This course is a continuation of ARC 111 and provides further development of building materials knowledge. Emphasis is placed on minor building materials, more complex construction techniques and materials and exhibit this understanding through design details.				
Prerequisite: ARC 111				
ARC 120—Codes, Specs., & Contracts	2	2	0	3
This course provides the student with a basic understanding of N.C. Building Codes, Residential Code, Zoning ordinances, organization of specifications, and contracts. Upon completion, students will be able to obtain information from the various codes, interpret the codes, and write an outline construction specification.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ARC 130—Architectural Estimating	3	4	0	5
This course covers several methods of architectural estimating. Topics include materials, equipment, and labor take-offs and an introduction to computer estimating. Upon completion, students will be able to do a quantity take-off of a building and determine the cost based on materials, equipment, and labor. Prerequisite: ARC 102 or employed in specialty				
ARC 140—Computer Aided Drafting & Design	2	4	0	4
This course introduces the student to the basics of computer-aided drafting and design. Topics include DOS, systems operation, disk initialization, CADD software, and other types of construction uses. Upon completion, students will be able to discuss the basics of a computer-aided drafting/design system and produce drawings using the system. Prerequisite: ARC 102 or knowledge of drafting techniques and processes				
ARC 201—Architectural Drafting & Design IV	2	2	6	5
This course is a continuation of ARC 103 and includes further development and refinement of working drawings skills. Topics include systems drafting and working drawings with emphasis on small commercial scale buildings. Upon completion, students will be able to develop a set of small commercial scale working drawings, part of which will be developed with CADD. Prerequisites: ARC 103 and 140				
ARC 202—Architectural Drafting & Design V	2	2	6	5
This course is a continuation of ARC 201 and includes further development of working drawings skills. Topics include systems drafting and working drawings with emphasis on larger commercial scale buildings. Upon completion, students will be able to develop a set of larger commercial scale working drawings, with partial drawings being developed with CADD. Prerequisite: ARC 201				
ARC 203—Architectural Drafting & Design VI	2	4	6	6
The course is a continuation of ARC 202 and includes refinement of working drawings skills. Topics include systems drafting with emphasis on the completion of a full set of working drawings. Upon completion, students will be able to develop a set of working drawings from design development concept sketches, with partial drawings being developed with CADD. Prerequisite: ARC 202				
ARC 210—Project Seminar	1	6	0	4
This course is advanced work to develop and complete a project in a specified area of architectural interest. Emphasis is placed on individual work methods within the field of construction or architecture. Upon completion, students will be able to demonstrate problem solving ability within an architectural/construction context. Prerequisites: ARC 140 and 202				
ARC 211—Architectural Presentations I	1	4	0	3
This course is an introduction to basic architectural presentation methods. Topics include use of colored pencils, markers, pen and ink, in aspects of design development drawings. Upon completion, students will be able to produce design development presentation drawings using colored pencils, markers, and pen and ink. Prerequisite: ARC 103				
ARC 212—Architectural Presentations II	2	4	0	4
This course is a continuation of ARC 211 and includes further presentation skills development. Topics include pen and ink perspectives, pen and ink illustrations, and mixed media. Upon completion, students will be able to prepare pen and ink perspectives from working drawings and will have a basic skill level with mixed media. Prerequisite: ARC 211				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ARC 220—Portfolio	1	4	0	3
The course is designed to prepare the graduating student for employment in the architectural/construction fields. Emphasis is placed on preparation of the student's portfolio and resume. Upon completion, students will be able to exhibit architectural/construction skills through visual skills of drawing and delineation. Prerequisites: ARC 202 and 212				
ARC 221—Architectural Environmental Systems I	1	2	3	3
This course introduces the student to the interrelationship of architecture, engineering, and environment. Topics include heating/cooling of a building, energy calculations, water distribution, and water systems. Upon completion, students will be able to calculate heat loss/gain and produce a plumbing riser diagram and will have an understanding of various environmental systems. Prerequisite: ARC 201				
ARC 222—Architectural Environmental Systems II	1	2	3	3
This course is a continuation of ARC 221 and includes further development of mechanical systems knowledge. Topics include building electrical systems, lighting layout calculations, and air distribution systems. Upon completion, students will be able to lay out an electrical fixture layout drawing, calculate duct sizes, and lay out a standard duct system. Prerequisite: ARC 221				



ART (FINE ARTS)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ART 151—Photography An introduction to the equipment, materials, and basic techniques of photography for the art major. 35 mm adjustable camera required. Prerequisite: None	0	6	0	3
ART 161—Art Appreciation An introduction to the visual arts: a survey of the major art periods from prehistorical to modern. Prerequisite: None	5	0	0	5
ART 162—Color and Design An introduction to color theories and two dimensional design. Prerequisite: None	0	6	0	3
ART 163—Three Dimensional Design A basic course in the fundamentals of three dimensional design. Prerequisite: None	0	6	0	3
ART 171—Drawing I A basic course in drawing exploring various media in drawing; still lifes, landscapes, and figures. Prerequisite: None	0	6	0	3
ART 172—Drawing II An introduction to an independent approach to drawing. Prerequisite: ART 171	0	6	0	3
ART 173—Drawing III A continuation of ART 172. Prerequisite: ART 172	0	6	0	3
ART 175—Metal Design/Jewelry I An introduction to basic design of traditional and contemporary forms in copper, silver, and brass. Prerequisite: None	0	6	0	3
ART 176—Metal Design/Jewelry II Advanced experimentation with individualized pieces of jewelry, utilitarian objects, and small sculptures. Prerequisite: ART 175	0	6	0	3
ART 177—Metal Design/Jewelry III Advanced design in jewelry and metals including basic methods of casting. Prerequisite: ART 176	0	6	0	3
ART 181—Figure Drawing I An introduction to drawing from the model using various media. Prerequisite: None	0	6	0	3
ART 182—Figure Drawing II An exploration of individual approaches to drawing from the model. Prerequisite: ART 181	0	6	0	3
ART 183—Figure Drawing III A continuation of ART 182. This course may be repeated for additional credit with the permission of the instructor. Prerequisite: ART 182	0	6	0	3

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ART 185—Ceramics I	0	6	0	3
A basic course in investigating handbuilt and wheel forms with an introduction to kiln firing.				
Prerequisite: None				
ART 186—Ceramics II	0	6	0	3
A continuation of wheel thrown forms emphasizing various glazing and decorating techniques.				
Prerequisite: ART 185				
ART 187—Ceramics III	0	6	0	3
An independent approach to wheel forms and sculptured firings.				
Prerequisite: ART 186				
ART 251—Printmaking Survey	0	6	0	3
An introductory course in Relief, Intaglio, Planographic and Serigraphy.				
Prerequisite: None				
ART 252—Printmaking Survey	0	6	0	3
An advanced printmaking course with choice of medium.				
Prerequisite: None				
ART 255—Sculpture Survey I	0	6	0	3
An introduction to sculptural materials, tools, and major techniques.				
Prerequisite: ART 163				
ART 256—Sculpture Survey II	0	6	0	3
A concentrated exploration in one or more sculptural forms.				
Prerequisite: ART 255				
ART 257—Sculpture Survey III	0	6	0	3
A continuation of ART 256.				
Prerequisite: ART 256				
ART 261—Painting Survey I	0	6	0	3
A survey of major painting techniques using various media.				
Prerequisites: ART 171, 181, 162				
ART 262—Painting Survey II	0	6	0	3
A course emphasizing individual expression with choice of media.				
Prerequisite: ART 261				
ART 263—Painting Survey III	0	6	0	3
A continuation of ART 262.				
Prerequisite: ART 262				
ART 281—Art History Survey I	5	0	0	5
A survey in the history of art from prehistoric times to the Renaissance.				
Prerequisite: None				
ART 282—Art History Survey II	5	0	0	5
A survey in the history of art from Renaissance to modern times.				
Prerequisite: None				
ART 294—Art History IV	3	4	0	5
A study of the visual arts involving travel to observe original works first hand.				
Prerequisite: None				

AUTOMOTIVE TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
AUM 103—Preventive Maintenance and Safety Inspection	2	0	6	4
Introduction to the automobile, the automotive industry and the automotive service/repair facility. Shop safety and proper equipment use will be covered. Basic hand tools and special servicing tool use in the lab. Pre-delivery inspection, scheduled maintenance and servicing on late model cars will provide the student good safe working habits and hand tool skills. NC state inspection requirements for safety and emission controls will be taught. Prerequisite: None				
AUM 104—Internal Combustion Engine Fundamentals	2	0	6	4
Introduction to the internal combustion engine. Theory of operation, design and construction of various engine designs and types will be covered, Engine testing, disassembly, measuring and repair procedures will be taught on a live project engine assigned to the student in the lab. Cylinder head and related valve repair will be highlighted in this course. Prerequisite: None				
AUM 105—Advanced Internal Combustion Engine	2	0	6	4
A further study in engine theory, design, and construction. Troubleshooting procedures for mechanical engine problems will be covered. Engine block service, crankshaft, and piston assembly will be highlighted. Lab will include assigned engine projects and various on car repairs. Engine removal and replacement, measuring, testing, and overhaul procedures. Prerequisite: AUM 104				
AUM 106—Engine Electrical and Fuel Systems Fundamentals	2	0	6	4
An introduction into electrical theory and operation with respect to the internal combustion engine. Ignition system designs and operation will be covered in class. Lab will include testing and servicing ignition systems. Fuel delivery systems, designs, and operations will be covered in class. Lab will include fuel systems servicing, cleaning, and fuel system test procedures. Prerequisite: None				
AUM 107—Advanced Fuel and Electrical Systems	2	0	6	4
A further study into the automotive engines fuel and electrical systems. Starting and charging system operation will be introduced. Starting and charging system, troubleshooting and repair procedures will be covered. Lab will include automotive electrical system test equipment use. Overhaul procedures on starters, alternators, and distributors. Fuel system troubleshooting and carburetor overhaul procedures. Prerequisite: AUM 106				
AUM 110—Automotive Electronic Fundamentals	2	0	6	4
An introduction into basic electronics. Its evolution and application in the automotive industry. Automotive electronic test equipment will be taught. Electronic ignition, charging, and fuel systems will be covered in depth. On board computer system operations will be introduced. Lab will include testing and component repair on electronic devices. Emphasis will be placed on the proper use and interpretation of electronic test equipment. Prerequisite: None				
AUM 120—Computer Controlled Fuel Systems	3	0	9	6
This course is a concentrated study in computer controlled fuel systems. Electronic feed-back carburetors, throttle body injection, ported and digital fuel injection systems will be covered. Lab will include diagnostic procedures, use of scanner, and monitor tools. Troubleshooting and repair will be emphasized. Prerequisite: AUM 110				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
AUM 121—Automotive Braking Systems	2	0	6	4
A study in the design, construction, and operation of automotive hydraulic braking systems. Drum, disc, and anti-skid braking systems will be covered. Power assisted brakes and asbestos brake dust precautions will be highlighted. Lab will focus on asbestos brake dust removal and disposal, system servicing and repair. Students will learn how to turn disc brake rotors and brake drums on a brake lathe. They will also be able to perform brake jobs and repair hydraulic circuits. Prerequisite: None				
AUM 122—Auto Power Train Systems	2	0	6	4
A study in the evolution, design, and operation of the automotive power trains, front wheel, rear wheel, and four wheel drive units will be covered. Emphasis will be placed on manual clutches. Standard transmission and front wheel drive. Lab will include clutch, transmission, and differential replacement. Power train servicing procedures. Overhaul procedures on various domestic and foreign lab transmissions and differentials. Prerequisite: None				
AUM 125—Automatic Transmissions	3	0	9	6
Theory and operation of the automatic transmission, hydraulic principals, control devices, and testing procedures will be covered along with troubleshooting procedures. Lab will include servicing, and testing automatic transmission while on the car. Overhaul and component replacement will be done on various domestic and foreign lab transmissions. Prerequisite: None				
AUM 203—Automotive Tune Up	3	0	9	6
This course is designed to teach the student how to analyze test data from various engine test equipment, decide a course of action, then perform the necessary repairs. Oscilloscope wave form patterns will be highlighted. Lab will include instruction on analog and digital engine analyzers, mechanical testing, and proper tune-up procedures. Students will also do testing and tune-ups to a variety of late model automobiles. Prerequisite: None				
AUM 204—Engine Performance and Driveability	3	0	9	6
This course is designed to take all the knowledge and skills obtained in previous fuel, electrical, electronics, computer emission and tune-up courses and develop a technicians ability to pin point and correct driveability and performance problems. Proper road test procedures will be covered along with further test data interpretation. Lab will include testing and diagnostic procedures for specific problems. Lab will also include diagnosis and repair of running problems on a variety of late model cars. Prerequisites: AUM 106, 107, 110, 120, 203, 228				
AUM 210—Advanced Automotive Electronic Systems	3	0	9	6
This course is an advanced study of automotive electronics. On Board Computer Systems, digital dashboards, cruise control, electronic accessories, sound systems, theft systems, and keyless entry systems will be covered in class. Lab will continue with computer diagnostics, electronic testing, diagnosing, and unit repair. Prerequisites: AUM 110, 120				
AUM 222—Automotive Chassis and Suspension	2	0	6	4
A study in the designs of various types of automotive chassis and suspension systems. Unibody designs, A-frame, and McPherson strut type suspensions will be taught. Steering systems and front wheel drive suspensions will be highlighted. Basics of front end alignment will also be introduced. Lab will provide hands-on training on proper disassembly and servicing of various types of suspensions and steering components. Use of the front end alignment machine will also be covered. Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
AUM 225—Automotive Service Department Operations	3	0	9	6
This course is designed to introduce the student to repair facility operations. Shop set up and job responsibilities for all service personnel will be discussed. Customer relations, invoicing, flat rate, and work flow will be covered. A review of general automotive testing and repair will be highlighted. Lab will be a simulation of an actual repair facility. Students will be divided into work teams. Each team will participate in the management role as well as in the technicians role. Management portion will include shop loading and dispatching, customer service, invoicing, quality control, and general operations. Technicians role will be performing, servicing, troubleshooting, and various on car repairs. Flat rate and efficiency will be tracked on each team. Hand tool skills will also be refined. Prerequisite: None				

AUM 227—Advanced Suspension and Alignment	2	0	6	4
A further study in automotive chassis systems with emphasis placed on front end alignment. Theory behind two wheel, four wheel, and thrust alignment will be taught. Emphasis will be placed on alignment problems with four wheel drive and four wheel steering. Lab will focus on suspension repairs, use of optical alignment machines and four wheel computer alignment. Prerequisite: AUM 222				

AUM 228—Automotive Emission Systems	2	0	6	4
This course studies the causes and effects of automotive air pollution and the state and federal laws regarding it. The evolution of automotive emission systems, the design and function of various electronic and mechanical emission systems and their application. Lab will include exhaust gas analysis, testing procedures, servicing and troubleshooting various late model emission control systems. Prerequisite: None				

AUTO BODY REPAIR

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
AUT 1109—Introduction to Auto Body Repair	2	0	6	4
Basic principles of automobile construction, design, and manufacturing. A thorough study of the requirements of a metal worker including the use of essential tools, formation of sheet metal into angles and crowns and straightening simple damage. The student applies the basic principles of straightening, shrinking, filling, aligning, and painting of damaged parts. Prerequisite: None				
AUT 1110—Auto Body Repair I	1	0	3	2
Covers same topics as AUT 1109 only in greater depth. Prerequisite: None Corequisite: AUT 1109				
AUT 1112—Auto Body Repair II	5	0	18	11
Development of skills to shrink stretched metal filling and preparation of the metal for painting. Straightening of doors, hoods and deck lids; fitting and aligning of panels. Removal and replacement of outer panels, checking and straightening of damaged frames. Writing of estimates, pricing and ordering of parts and developing the final settlement with customer. Practice of spot repairs and complete repainting of vehicle. Prerequisites: AUT 1109, 1110, WLD 1101, MAT 1101, ENG 1101				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
AUT 1114—Body Shop Applications	3	0	15	8
General introduction and instruction in the automotive chassis and suspension systems, the methods of operation and control and the safety of the vehicle. Unit job application covers straightening of frames and front end alignment. The student applies all phases of training such as writing estimates, parts ordering, repairs, and refinishing of projects. Prerequisites: AUT 1115, 1116, 1117, 1118, BUS 1103				
AUT 1115—Trim, Glass and Upholstery	1	0	6	3
Familiarization of various methods of attaching and removing trim, glass, and hardware. Instruction in proper installataion and adjustment of door glasses, aligning and sealing windshields and rear glasses, stressing safety precautions. Instruction in materials and methods used for cleaning interior trim and upholstery. This course is taught in conjunction with AUT 1113. Prerequisite: None				
AUT 1116—Auto Body Finishing and Painting I	2	0	6	4
Realistic auto body repair instruction will be given by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, techniques of use, color matching, and paint problems. Prerequisite: None				
AUT 1117—Auto Body Finishing and Painting II	2	0	6	4
This course covers the same topics as AUT 1116 only in greater depth. Prerequisite: None Corequisite: AUT 1116				
AUT 1118—Auto Body Finishing and Painting III	2	0	9	5
Realistic auto body repair instruction will be given by making repairs and refinishing cars with actual collision damage. Special emphasis will be placed on paint products, techniques of use, color matching and paint problems. Prerequisite: None Corequisite: AUT 1116				
AUT 1123—Auto Body Appraisal & Estimating	3	0	9	6
Provides a general knowledge of auto body estimating of damage, repair and replacement of parts and painting of repaired or replaced parts. Use of estimating forms, cost of labor, parts, and painting. Types of estimates required by insurance companies. Prerequisites: AUT 1109, 1110, 1112, 1114, 1115, 1116, 1117, 1118				

BUSINESS COMPUTER PROGRAMMING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BCP 106—Programming Concepts I	4	2	0	5
A beginning course in the use of computers. Topics will include problem definition, formulation of algorithms, and the coding of the solutions. Instruction includes: input and output statements, assignment and control statements, and arrays. Prerequisite: None				
BCP 107—Programming Concepts II	4	2	0	5
An advanced course in understanding algorithms, programs and computers. Topics will include: program specification, design, coding, and testing. Instruction includes: multi-dimensional arrays, function and subroutines. Prerequisites: BCP 161, BCP 106				
BCP 109—Desktop Computers	1	2	0	2
To provide an introduction to microcomputers. The student will learn to operate and use basic commands of the microcomputer and understand basic components and commands of the microcomputer. Emphasis will be placed on practical applications. (Not for BCP majors) Prerequisite: None				
BCP 116D—Microcomputer Applications For Health Careers	1	2	0	2
An introduction to the use of microcomputers and health-oriented microcomputer software. Topics include: hardware components, operating system, commands word processing and software specific for the medical and dental professions. (Not for BCP majors) Prerequisite: None				
BCP 151—Introduction to Data Processing — Microcomputer Applications	3	2	0	4
An overview of the field of electronic data processing. Major topics include historical development; basic input-output operations; flowcharting; microcomputer operations, including use of disks and disks drives, loading and running programs from disk drives; word processing; spreadsheets; and database management. (Not for BCP majors) Prerequisite: None				
BCP 161—Introduction to Data Processing	5	0	0	5
This course will develop an understanding of what computers can and cannot do, how they are used, and their impact on society. Some in-depth instruction will be given in how a computer stores and retrieves data and the use of various input and output media and devices. Several computer systems will be discussed. No programming will be covered. Prerequisite: None				
BCP 205—BASIC Programming	3	2	0	4
This course introduces the student to the BASIC Programming Language. The student is taught to program business applications in BASIC using microcomputers. Commands to be covered include: READ, DATA, IF THEN, ELSE, FOR NEXT, GOSUB. In addition, handling of arrays and menus will be covered. (Not for BCP majors) Prerequisite: BCP 151 or permission of the instructor				
BCP 206—Introduction to COBOL	3	4	0	5
A detailed study of structured program design using COBOL. Topics include: input/output, addition, subtraction, division, multiplication, the Compute verb, report editing, alternative statements (IF, nested IF, case structure). Single and multiple level control breaks, and table lookup and searching. Prerequisite: BCP 107				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BCP 207—Intermediate COBOL	3	4	0	5
A continuation of Introduction to COBOL, this course provides instruction in table handling, sorting and searching techniques, and the sort feature. Multiple level controls breaks, Data Manipulator and Sequential files.				
Prerequisite: BCP 206				
BCP 208—Advanced COBOL	3	4	0	5
A continuation of Intermediate COBOL, this course provides instruction in file processing, the REPORT WRITER feature and MIDAPLUS. Programming emphasis is on a major project.				
Prerequisite: BCP 207				
BCP 215—Operating Systems	4	2	0	5
A generalized study of operating systems including the evolution of operating systems, methods of process management, methods of internal storage management, and methods of device and file management. CPL (Control Processor Language) for the PRIME 450 is taught as an example of an operating system language.				
Prerequisite: BCP 107				
BCP 216—Microcomputer Applications	4	2	0	5
An introduction to the use of microcomputers and business-oriented microcomputer software. Topics include: hardware components, operating system, commands, word processing, electronic spreadsheets, database management, and graphics packages, historical background, and support systems. (This course is not for BCP majors)				
Prerequisite: None				
BCP 216E—Microcomputer Applications — ENABLE	4	2	0	5
An introduction to the use of microcomputers and the business-oriented microcomputer software program ENABLE. Topics include: hardware components, operating system, commands, word processing, electronic spreadsheets, database management, and graphics packages, historical background, and support systems. (This course is not for BCP majors)				
Prerequisite: None				
BCP 218—Microcomputer Programming	3	4	0	5
An introduction to BASIC programming, with emphasis on interactive business applications. Topics include: input/output statements (FOR-NEXT, IF THEN, GOTO), subprograms, arrays, file processing (sequential, random access), graphics.				
Prerequisites: BCP 107, BCP 216				
BCP 219—Database Management	4	2	0	5
An introduction to file processing and the structure of databases. Topics include: basic concepts of (1) file storage and organization (sequential, direct and indexed sequential files); (2) the major database structures: CODASYL — tree and network; relational; and (3) DML's — SQL (relational) and DL/1 (tree).				
Prerequisite: BCP 206				
BCP 220—Introduction to Systems Analysis	3	4	0	5
This course introduces the student to whom a system analyst is and what he does. Topics covered include tools of system analysis, file design, controls and security, and feasibility studies. Management information systems, system implementation, and application packages also will be covered.				
Prerequisite: BCP 208				
BCP 224—Report Program Generator	4	2	0	5
This course introduces the student to the RPG II Programming language. Topics covered include Report Headings, all calculations, multiple record concepts, MOVE operation, Control breaks, compare, looping, exception, and Internal Subroutines.				
Prerequisites: BCP 107, BCP 215				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BCP 225—Report Program Generator	4	2	0	5
Extensive programming practice in advanced RPG Programming introducing the student to Sequential, ISAM, and Direct file processing. Array processing and interactive processing are also covered. Prerequisite: BCP 224				
BCP 228—Software Development Tools	3	4	0	5
The student will be able to use spreadsheet software to create tables, graphs, macros, and answer what-if analysis; database management software to create business applications, reports and indices; word processing software to prepare documentation, reports, and business correspondence and will use system commands associated with microcomputer systems. Prerequisite: BCP 161				



BIOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BIO 161—General Biology I	3	2	0	4
An introduction to the principles and concepts of Biology; a study of the chemical and cellular basis of life, cell division and classical genetics.				
Prerequisite: None				
BIO 162—General Biology II	3	2	0	4
A continuation of BIO 161. The topics will include classical and molecular genetics, their relationship to evolution and a phylogenetic survey of the animal kingdom, and animal physiology.				
Prerequisite: BIO 161				
BIO 163—General Biology III	3	2	0	4
A continuation of the biology series with an emphasis on the non-vascular and vascular plants. Other topics include the Protista, the Fungi, plant physiology, behavior, and ecology.				
Prerequisite: BIO 161				
BIO 165—General Biology I	9	6	0	6
An introduction to the principles and concepts of Biology. A study of the chemical and cellular basis of life; human anatomy and physiology; and classical and molecular genetics.				
Prerequisite: None				
<i>NOTE:</i> This course is offered only during the Summer Session. (BIO 165 & BIO 166 are the equivalent of BIO 161, 162, 163.)				
BIO 166—General Biology II	9	6	0	6
A continuation of BIO 165. Topics include evolution, a survey of the animal kingdom, non-vascular and vascular plants, plant physiology and ecology.				
Prerequisite: BIO 165 or BIO 161				
<i>NOTE:</i> This course is offered only during the Summer Session. (BIO 165 & BIO 166 are the equivalent of BIO 161, 162, 163.)				
BIO 171—Human Anatomy and Physiology I	3	3	0	4
The study of the structure and function of the cell and the arrangement of cells into tissue. Also, an in-depth study of the skeletal, muscular, and nervous system.				
Prerequisite: None				
BIO 172—Human Anatomy and Physiology II	3	3	0	4
A continuation of BIO 171 with emphasis on human systems such as circulatory, lymphatics, respiratory, digestive, endocrine, and reproductive. The interdependence of these various systems to the total body functioning will also be considered.				
Prerequisite: None				
BIO 173—Introduction to Microbiology	3	3	0	4
Study of the fundamental principles of micro-organisms, including identification, classification, morphology, culture methods and media, modes of transmission, sterilization, and pathogenic organisms.				
Prerequisite: None				
BIO 252—Environment and Man	3	3	0	4
A study of human population growth and the availability of resources for continued human existence. Also, a study of the environmental changes man has caused as a result of his overuse of the available resources. From data derived from previous studies we will make suggestions as to what may be done in the future to maintain homeostasis between man and his environment.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BIO 256—Biology of the Sea	3	3	0	4
An introduction to various marine habitats and the organisms found in these areas. Labs will be field oriented, exploring local salt marshes, tidal flats, and beaches.				
Prerequisites: BIO 161, 162, 163 or permission of instructor				
BIO 260—Field Zoology	3	3	0	4
Explores and develops methods, principles, and application of zoological field study. Local North Carolina Fauna emphasized, especially vertebrates.				
Prerequisites: BIO 161, 162, 163 or permission of instructor				
BIO 264—General Ecology	3	3	0	4
Introduction to population and community ecology, with emphasis on the growth and distribution of population, interactions between species, and the structure, dynamics, and functions of communities and ecosystems.				
Prerequisites: BIO 161, 162, 163 or permission of instructor				
BIO 268—Ornithology	3	3	0	4
The systematics, distribution, physiology, behavior, and ecology of birds.				
Prerequisites: BIO 161, 162, 163 or permission of instructor				
BIO 272—Comparative Anatomy	3	3	0	4
Comparative morphology and phylogenetic interrelationships of vertebrate animals, representative organisms dissected in laboratory.				
Prerequisites: BIO 161, 162, 163 or BIO 171, 172 or permission of instructor				
BIO 1101—Preclinical-Microbiology, Gross Anatomy and Physiology	3	2	0	4
Study of micro-organisms, including the classification, morphology, culture methods and media, identifying the role of the pathogenic species in disease, modes of transmission, and methods of control. Laboratory experiences provide opportunity for microscopic study of slides, for preparing slides and cultures, and for identifying colonies of selected pathogenic organisms. A study of the organizational plan of the human body and of the nine body systems. Emphasis is placed upon the role of the systems in the various processes essential to total body functioning and reproduction.				
Prerequisite: None				
BIO 1121—Preclinical Human Anatomy and Physiology I	3	3	0	4
This course is designed to introduce the student to cellular structure and tissues. A detailed study of the skeletal, muscular, and neural systems will be conducted.				
Prerequisite: None				
BIO 1122—Preclinical Human Anatomy and Physiology II	3	3	0	4
A continuation of BIO 1121 with emphasis on the anatomical structure of the various systems such as the endocrine, digestive, lymphatic, excretory, respiratory, cardiac, and reproductive. The physiology of the various systems will also be covered.				
Prerequisite: None				
BIO 1123—Introduction to Microbiology	3	3	0	4
An introduction to the study of micro-organisms emphasizing characteristics of the various groups, methods of controlling their growth, disease production, and host resistance.				
Prerequisite: None				

BUSINESS

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 109—Keyboarding	2	2	0	3
Develop basic keyboarding skills with emphasis on keyboarding for microcomputers. The student masters the alpha, numeric and symbol keys. Horizontal and vertical centering, simple tabulation and the production of basic documents will be introduced.				
Prerequisite: None				
BUS 110—Office Machines	2	2	0	3
This course is designed to give students training in performing basic business math functions on the electronic printing calculator. Mastery of the touch system of calculator operation is stressed.				
Prerequisite: None (It is recommended but not required that one take MAT 110, Business Math, prior to taking BUS 110.)				
BUS 112—Records Management	4	0	0	4
Records Management is a course designed to provide training in the area of records storage and control. Fundamental rules of alphabetic indexing are applied to cards and correspondence. The four basic correspondence filing systems — alphabetic, numeric, subject, and geographic will be taught.				
Prerequisite: None				
BUS 113—Medical Office Law & Liability	5	0	0	5
This course is designed to introduce the student to the legal and ethical aspects of a medical office. Students will become familiar with legal and ethical concepts involving standard of care, employment and business law, criminal and civil actions, contracts, and negligence as they pertain to the medical office and its employees.				
Prerequisite: None				
BUS 115—Business Law I	5	0	0	5
A course designed to acquaint the student with certain fundamentals and principles of business law, including the nature and source of our legal system, contracts, sales, commercial paper.				
Prerequisite: None				
BUS 116—Business Law II	5	0	0	5
Includes the study of laws pertaining to bailments, agency, partnerships, corporations, risk-bearing devices, real property and bankruptcy.				
Prerequisite: BUS 115				
BUS 117E—Terminology and Vocabulary	3	0	0	3
Develops an understanding of the terminology and vocabulary used in business, technical, and professional offices through the process of proofreading. In addition to detecting and marking basic typographical errors, the student will detect and correct errors in spelling, word division, capitalization, punctuation, number expression, word choice and format.				
Prerequisite: None				
BUS 117L—Legal Terminology and Vocabulary	3	0	0	3
This course is designed to provide students with an understanding of how legal terminology and vocabulary is used in the practice of legal research, general law, court systems, litigation, civil law, criminal law, probate law, domestic relations, and real property.				
(Formerly BUS 183L)				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 117M—Medical Terminology and Vocabulary	3	0	0	3
To develop an understanding of medical work analysis; orientation to the body as a whole; common prefixes and suffixes; anatomical and physiological terminology, combining forms, pathological terminology, clinical procedures, laboratory tests and abbreviations and pronunciation of terms for the digestive, urinary, female and male reproductive systems. Prerequisite: None				
BUS 118—Secretarial Accounting	5	2	0	6
Secretarial Accounting is a course designed to give career secretaries proficient accounting skills necessary to perform the accounting cycle as encountered within personal service organizations. The course will include chapters and workbook exercises dealing with the accounting procedures, cash accounting, payroll accounting, and the entire accounting cycle as it applies to lawyers, doctors, and other personal services. Prerequisite: None				
BUS 119—Basic Word Processing	2	2	0	3
This course is designed to give the student an introduction to word processing functions on the IBM Personal Computer Model 30 with WordPerfect 5.0 software and to give the student basic concepts of the word processing cycle. Typing and editing exercises will be provided to reinforce instruction. Prerequisite: BUS 152 or equivalent				
BUS 123—Business Finance	5	0	0	5
A study of the sources and types of short-term and long-term financing available to sole proprietorships, partnerships, and corporations. Emphasis is placed on the business use of financial statements and ratio analysis, working capital management, profit planning and leverage, and capital budgeting techniques. Prerequisite: BUS 172 or permission of instructor.				
BUS 131—Office Procedures	3	2	0	4
Designed to acquaint the student with new technology, skills and knowledge needed in office careers. The course is divided into four areas of study: overview of the electronic office, information processing technology and procedures, administrative support functions and management and career development. Prerequisite: BUS 152 (Student must have received at least a "C" in BUS 152.)				
BUS 134—Professional Development	3	0	0	3
This course is designed to provide an awareness of the "people" skills essential for job success. Topics include planning skills, communication skills, appearance, poise and confidence. Prerequisite: None				
BUS 151—Beginning Typewriting	3	2	0	4
Introduction to the touch typewriting system with emphasis on correct typewriting techniques, mastery of the keyboard, copy placement upon the page, business and personal letters, and formatting/typing tables, centered problems, outlines, and reports. Upon completion of the course, the student will be able to type 30 words per minute on straight copy for five minutes with no more than five errors. Prerequisite: None				
BUS 152—Intermediate Typewriting	3	2	0	4
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques and production skills. These skills and techniques are applied in styles of reports, business and formal letters; open, ruled, and boxed tabulation; interoffice memorandums; envelopes; postal cards; and other business forms. Upon completion of this course, the student will type at least 40 words per minute on straight copy for five minutes with a maximum of five errors. Prerequisite: BUS 151 (Student must have received at least a "C" in BUS 151.)				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 153—Advanced Typewriting	3	2	0	4
Emphasis on typing business letters, including letters on special stationery and two-page letters, business forms, tables with special problems, formal reports, and typing integrated office projects; insurance, banking, travel, government, and legal. Upon completion of this course, the student will be able to type at least 50 words a minute on straight copy material for five minutes with a maximum of 5 errors. Prerequisite: BUS 152 (Student must have received at least a "C" in BUS 152.)				
BUS 154—Beginning Shorthand	3	2	0	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None				
BUS 155—Intermediate Shorthand	3	2	0	4
Continued study of theory with greater emphasis on dictation and transcription. Upon completion of the course, the student should be able to take new matter dictation for two minutes at a minimum of 60 words a minute with 95 percent accuracy. Prerequisites: BUS 154, BUS 151 (Students must have received at least a "C" in BUS 151 and BUS 154.)				
BUS 156—Advanced Shorthand	3	2	0	4
Theory and speed building. Emphasis on transcription at the typewriter and correct copy. Upon completion of the course, the student should be able to take dictation of new material for two minutes at a minimum of 70 words a minute with 97 percent accuracy. Prerequisite: BUS 155 (Student must have received at least a "C" in BUS 155.)				
BUS 161—Introduction to Business	5	0	0	5
A survey of the types of business organizations with emphasis on financing, marketing, business law, and internal control and management. Prerequisite: None				
BUS 171—Principles of Accounting I	5	2	0	6
A study of the basic accounting concepts, with emphasis on the accounting cycle for a single proprietorship. Preparation of journals, ledgers, work sheets, balance sheets, and income statements. Additional time will be devoted to receivables, interest, inventories, plant assets and depreciation, and payroll. Prerequisite: None				
BUS 172—Principles of Accounting II	5	2	0	6
A study of accounting principles as applied to partnerships and corporations and introduction to the basic accounting concepts of manufacturing accounting, cost accounting, statement of changes in financial position, interpretation of financial statements, responsibility accounting and budgeting. Prerequisite: BUS 171				
BUS 173—Financial Accounting	5	2	0	6
This course provides an introduction to the theory and generally accepted principles of accounting. It is intended to convey an understanding of the process by which accountants prepare financial statements as well as the nature and limitation of financial statements for various uses. Topics include basic principles of accounting and such accounting procedures as transaction analyses, journalizing, and posting. Emphasis will be placed on the major financial statements and underlying accounting concepts of the proprietorship, partnerships and corporations. Prerequisites: MAT 110 or MAT 151 or equivalent				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 204E—Technical Typewriting I	2	2	0	3
Emphasis is placed on straight-copy speed improvement, accuracy, and proofreading skills. The student learns the techniques needed in planning and in typing units that closely resemble the work appropriate to the field of study. These units include a review of letter styles, tabulations, manuscripts, memorandums, and reports. Students will work from a simulation. Documents will be typed on electronic typewriters and/or word processors. Prerequisite: BUS 153 (Student must have received at least a "C" in BUS 153.)				
BUS 204L—Technical Typewriting I	2	2	0	3
The legal secretary is introduced to the preparation of various types of client and court documents. Emphasis is placed on proper preparation, increased speed, improved proofreading and a review of legal terminology. Included are litigations and family law. Special emphasis is placed on procedures followed in North Carolina. Prerequisites: BUS 153, BUS 117L (Student must have received at least a "C" in BUS 153 and BUS 117L.)				
BUS 204M—Medical Insurance Billing I	2	2	0	3
This course is specifically designed for medical secretarial students in that it develops knowledge relating to health insurance preparation and typing. Topics include types of insurance, insurance terminology, CPT-4 coding, ICD 9 CM coding, DRGs, HIC claim form, Blue Cross/Blue Shield, Medicaid, Medicare and Medi-Medi claims. Prerequisites: BUS 153, BUS 117M				
BUS 205E—Technical Typewriting II	2	2	0	3
This course is a continuation of BUS 204E. It is designed to emphasize the development of accuracy, proofreading skills, and mailability of completed work. Techniques needed in planning and in typing units that closely resemble the work appropriate to the field of study will be stressed. These units include a review of letter formats, statistical tabulations, reports, manuscripts, memorandums, and composition. Students will work from a simulation. Documents will be typed on electronic typewriters and word processors. Prerequisite: BUS 204E (Student must have received at least a "C" in BUS 204E.)				
BUS 205L—Technical Typewriting II	2	2	0	3
This is a continuation of BUS 204L. Emphasis is placed on using legal terminology and increasing speed and accuracy when completing legal documents. The documents included are those dealing with wills and probate, real estate, bankruptcy and business organizations. Emphasis is placed on the procedures followed in North Carolina. Prerequisite: BUS 204L.				
BUS 205M—Medical Insurance Billing II	2	2	0	3
This is a continuation of BUS 204M. Students will continue working with different types of insurance, types of claims procedures, and legal aspects of medical insurance. Topics to be covered are: CHAMPUS/CHAMPVA, Worker's Compensation, Health Maintenance Organizations, (HMOs), computerized billing, claim follow-up and collection problems, and/or the legal issues affecting insurance claims and medical records. Prerequisites: BUS 204M, BUS 117M, BUS 217M				
BUS 212E—Transcription Machines I	2	2	0	3
This course is designed to give students training in effectively operating transcribing and word processing equipment. Students will also develop skills in proofreading, grammar, word usage, and spelling in order to transcribe mailable documents. Prerequisite: BUS 153 (Student must have received at least a "C" in BUS 153.)				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 212L—Legal Transcription Machines I	2	2	0	3
Students will receive training in the operation of the transcription and word processing equipment. Legal materials will be transcribed on the IBM Computer. The areas of law covered include general law, corporate law and litigations. Upon completion of this course, the student will transcribe at a minimum rate of 21 wpm. Prerequisites: BUS 153, BUS 117L. Student should be currently enrolled in BUS 204L. (Student must have received at least a "C" in BUS 153 and BUS 117L.)				
BUS 212M—Medical Transcription Machines I	2	2	0	3
Students will receive training in the operation of transcription and word processing equipment. Various types of medical material including case histories, admission and discharge reports, radiology reports, lab reports and autopsy reports, will be transcribed on the IBM computer. The areas of medicine covered are obstetrics, cardiology, general surgery, and laboratory reports. Upon completion of this course, the student will transcribe at a minimum rate of 21 wpm. Prerequisites: BUS 217M, BUS 205M The student should be currently enrolled in BUS 204M. (Student must have received at least a "C" in BUS 217M.)				
BUS 213E—Transcription Machines II	2	2	0	3
This course is a continuation of BUS 212E. Students will refine their proficiency with transcribing and word processing equipment. Continued emphasis will be placed on the English and proofreading skills which are necessary to produce mailable documents. Prerequisite: BUS 212E (Student must have received at least a "C" in BUS 212E.)				
BUS 213L—Legal Transcription Machines II	2	2	0	3
This is a continuation of BUS 212L. Students will continue their training on the transcription and word processing equipment. Legal material to be transcribed include estates, wills and probate, criminal law and family law. Upon completion of this course, students will transcribe at a minimum rate of 30 wpm. Prerequisite: BUS 212L (Student must have received at least a "C" in BUS 212L.)				
BUS 213M—Medical Transcription Machines II	2	2	0	3
This is a continuation of BUS 212M. The students will continue their training of the transcribing and word processing equipment. Medical material to be transcribed include case histories, operative reports, and patient profiles. Upon completion of the course, students will transcribe at a minimum rate of 30 wpm. Prerequisite: BUS 212M (Student must have received at least a "C" in BUS 212M.)				
BUS 214E, L—Office Simulation	3	2	0	4
Office Simulation is designed to incorporate varied stenographic and academic skills in a simulated environment conducive to modern office practices and procedures. High-level skills will be emphasized, but primary attention will be given to the development of such qualities as initiative, judgment, and the ability to reorganize and plan work in order to meet deadlines. A series of projects will be given in which facts must be located and decisions made on how best to utilize them. Resumes, job application letters and interview techniques will be taught. Students will be required to research current trends and issues in the secretarial profession for class presentation. Prerequisites: BUS 131, BUS 204, BUS 206 (Student must have received at least a "C" in BUS 131, BUS 204, and BUS 206.)				
BUS 214M—Medical Office Simulation	3	2	0	4
The administrative role of a medical secretary is stressed through topics such as the following: medical ethics; malpractice; scheduling appointments; handling patients; keeping appropriate patient records; pegboard billing; and management responsibilities. Resumes, application letters, and interview techniques will be taught. Emphasis is on organizing materials, making decisions, setting priorities, communication skills, and human relations. Prerequisites: BUS 131, BUS 204, BUS 206 (Student must have received at least a "C" in BUS 131, BUS 204, BUS 206.)				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 216—Office Practicum	3	12	0	7
This course includes on-the-job experience and classroom instruction. Students are assigned to work in an office for 132 hours. Application of skills and knowledge needed in the office will be stressed. Three hours of classroom instruction each week will be devoted to development of resumes, letters of application, job interview skills, human relations knowledge, letter composition, and proofreading skills.				
Prerequisite: BUS 131 (Student must have received at least a "C" in BUS 131.)				
BUS 217M—Medical Terminology and Vocabulary	3	0	0	3
Further development of the understanding of anatomical and physiological terminology, combining forms, pathological terminology, clinical procedures, laboratory tests and abbreviations, and pronunciation of terms of the nervous, cardiovascular, respiratory, blood and lymphatic, musculoskeletal, integumentary, endocrine systems and sense organs — eye and ear.				
Prerequisite: BUS 117M				
BUS 218—Advanced Word Processing	2	2	0	3
This course is designed to give the student an introduction to advanced word processing functions on the IBM Personal Computer Model 30 with WordPerfect 5.0 software and to give the student advanced concepts of the word processing cycle. Typing and editing exercises will be provided to reinforce instruction.				
Prerequisite: BUS 119				
BUS 219—Credit Procedures	3	0	0	3
A survey of consumer and commercial credit principles and practices with emphasis on the management and analysis of credit, the procedures involved in the extension of credit, the techniques used in the collection process, and the legal aspects of the debtor-creditor relationship.				
Prerequisite: None				
BUS 220—Recordkeeping I	5	2	0	6
Recordkeeping I is a course designed to give general office technology secretaries proficient recordkeeping skills necessary to perform the accounting cycle as encountered within personal service organizations. This includes journalizing, posting, preparing financial reports, recording petty cash transactions and preparing payroll records.				
Prerequisite: None				
BUS 221—Recordkeeping II	5	2	0	6
Recordkeeping II is a course designed to give general office technology secretaries proficient recordkeeping skills necessary to perform the accounting cycle as encountered within merchandising organizations. This includes the use of the combination journal, purchases journal, sales journal, accounts payable, accounts receivable, returns and allowances, notes payable and receivable, inventory adjustment, the work sheet, and adjusting and closing entries.				
Prerequisite: BUS 220				
BUS 222—Intermediate Accounting I	5	0	0	5
A study of the concepts, principles, and practices underlying the preparation and presentation of financial statements. Emphasis is placed on the theoretical foundations of financial accounting and reporting, a review of basic financial statements, the concepts of present and future value, and a study of Generally Accepted Accounting Principles as they relate to the various current asset and current liability accounts.				
Prerequisite: BUS 172				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 223—Intermediate Accounting II	5	0	0	5
A continuation of BUS 222. Emphasis is placed on a study of Generally Accepted Accounting Principles as they apply to long-term liabilities, operational assets, stockholder's equity, long-term debt and equity securities investments, the statement of changes in financial position, and accounting changes and error corrections.				
Prerequisite: BUS 222				
BUS 225—Auditing	5	0	0	5
An introduction to Auditing Standards and Procedures, with emphasis placed on auditing professionalism, the general technology of auditing, audit program applications, and audit reporting obligations.				
Prerequisite: BUS 223				
BUS 226—Cost Accounting	5	0	0	5
A study of accounting for the manufacture of products. Emphasis is placed on cost concepts, uses, and applications and the design and operation of the cost accounting system; departmentalization, responsibility accounting and reporting and preparation of operating budgets; job order, process cost, and standard cost systems; and cost analysis for decision making.				
Prerequisite: BUS 172				
BUS 227—Special Advanced Accounting Topics	5	0	0	5
The application of accounting principles and procedures to not-for-profit organizations, branch/home office and consolidated corporations, and payroll accounting.				
Prerequisite: BUS 223				
BUS 228—Microcomputer Accounting Applications	1	4	0	3
The student will learn to use commercial microcomputer accounting packages for general ledger, accounts receivable, accounts payable, and payroll systems.				
Prerequisites: BUS 172 and BCP 216				
BUS 229—Taxes I	5	0	0	5
A study of payroll and individual taxes is made at the federal and state level.				
Prerequisite: None				
BUS 230—Taxes II	5	0	0	5
A study of the taxation of sole proprietorships, partnerships, and corporations; and special tax problems.				
Prerequisite: BUS 229 or permission of instructor				
Corequisite: BUS 172 (BUS 221 for secretarial students) or permission of instructor				
BUS 231—Accounting Internship	0	10	0	1
This course is designed to provide the student with an opportunity to observe and gain practical experience under the supervision of a CPA or a practicing accountant. The work experience may be in public, private, or governmental offices.				
Prerequisite: BUS 231 is not a required course. The course will only be offered in the summer quarter to students with a 2.5 quality point average who have completed 50 credit hours. Every effort will be made to place students with preference going to students with the highest average.				
BUS 232— Sales Development	3	0	0	3
A practical and theoretical study of the techniques of making a sale. Emphasis is placed on planning, presenting, and closing the sale. Role playing and simulations are integral parts of this course.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 233—Principles of Supervision	3	0	0	3
Introduces the basic responsibilities and duties of the supervisor and his/her relationship to superiors, subordinates, and associates. Emphasis is placed on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.				
Prerequisite: None				
BUS 235—Business Management	5	0	0	5
A study of the principles of business management, including the major functions of planning, organizing, staffing, directing and controlling. Students apply the decision making process in analyzing and resolving management problems. Case studies and computer simulations are used.				
Prerequisite: Sophomore standing or permission of instructor. This course is not an elective for secretarial students.				
BUS 239—Marketing	5	0	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.				
Prerequisites: BUS 161, ECO 151				
BUS 243—Advertising	3	2	0	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media and producing a TV ad.				
Prerequisite: BUS 239 or BUS 245 or permission of instructor				
BUS 245—Retailing	3	0	0	3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends.				
Prerequisite: None				
BUS 246—Commercial Display and Design I	2	2	0	3
An introduction to basic layouts and design of commercial displays. Source studies and related texts discussing such design as needed by retail stores, banks, restaurants, and various offices, specifying equipment and fixtures required. Displays prepared.				
Prerequisite: BUS 245 or BUS 239 or permission of instructor				
BUS 247—Fashion in Retailing	3	0	0	3
This course acquaints the student with the relationship between fashion and style. Areas of study include characteristics of styles, fashion trends, coordination; application of color and design analysis, and management problems. Case studies are used.				
Prerequisite: BUS 245 or BUS 239 or permission of instructor				
BUS 248—Marketing and Retailing Internship	1	0	9	4
This course contains as a minimum of 110 hours of approved on-the-job work experience related to marketing and retailing jobs. Individual arrangements may be made on a different time basis as approved by the advisor. The employer and the type of work experience must be approved by the advisor. Each student will conduct and make a written report on a practical project related to his internship.				
Prerequisites: BUS 249 and BUS 246, BUS 247 or permission of instructor				
BUS 249—Retail Merchandising Management	3	0	0	3
A study of the merchandising function with emphasis on what-to-buy, when-to-buy, and how-much-to-buy. The psychology of dealing with customers, vendor relations, planning the merchandise assortment, stock control and pricing are also studied.				
Prerequisite: BUS 245 or BUS 239 or the instructor's permission				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
BUS 1103—Small Business Operations	3	0	0	3
An introduction to the business law, business forms and records, financial problems, ordering and inventorying, layouts of equipment and offices, methods of improving business, and employer-employee relations. Prerequisite: None				
BUS 1105—Industrial Organizations	3	0	0	3
Methods, techniques, and practices of modern management in planning, organizing, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost. Prerequisite: None				



CHEMISTRY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CHE 91—Preparatory Chemistry	4	0	0	(4)
A basic course in chemistry designed for students with little or no background in science. The course begins on a fundamental level with SI units, symbols, formulas and equations. Mathematical topics included are basic mathematics, scientific notation, basic algebra and problem solving. Atomic structure, chemical bonding, physical states, quantitative relationships, and solutions are discussed. Optional topics may include: nuclear chemistry and basic concepts of organic chemistry. Prerequisite: None				
CHE 100—General Chemistry	3	3	0	4
A survey course of general chemical principles designed for students of criminal justice and fire protection technology. Topics include atomic and molecular structure, chemical bonding, changes of state, chemical reactions, and solution behavior. The course culminates in a discussion of analytical chemistry used in forensic science. Prerequisite: None				
CHE 122—Chemistry for Health Professions	3	2	0	4
A survey course of general inorganic chemical principles for students with deficiencies in chemistry and students in selected technical programs. Topics include a systematic examination of the nomenclature and structural formulas for selected organic compounds with medical and biological applications. The course culminates with selected areas of biochemistry and the relationship to various body functions, nutrition, and various medications. Prerequisite: CHE 150 or CHE 161				
CHE 131—General and Organic Chemistry	4	2	0	5
An introductory course of general and organic chemistry for dental hygiene students. A brief review of atomic structure, nuclear chemistry, solutions, and chemical equilibrium. Topics in organic chemistry include aliphatic and aromatic hydrocarbons; alcohols, aldehydes, ketones, carboxylic acids, esters, amines and amides. Prerequisite: CHE 150 or CHE 161 or satisfactory score on self-placement test				
CHE 132—Biochemistry and Nutrition	4	0	0	4
A continuation of CHE 131 with emphasis on carbohydrates, lipides, proteins, enzymes, bioenergetics, metabolism of foods, biosynthetic pathways, nucleic acids, and body fluids. The basic principles of nutrition and dietetics and how they apply to personal and community health. Additional topics may include: analyses of diets, vitamin requirements, etc. to meet the needs of individuals in various life stages with emphasis on the responsibility of the dental hygienist in this role. Prerequisite: CHE 131 or permission of instructor				
CHE 150—Introductory Chemistry	3	2	0	4
A survey course of general inorganic chemical principles for students with deficiencies in chemistry and for students in selected technical programs. Topics include SI units, elements, compounds, atomic structure, chemical bonding, chemical reactions, kinetic-molecular theory, solutions, electrochemistry, and a brief outline of organic chemistry. The laboratory experiments include basic lab techniques and quantitative determinations of relationships of matter. Prerequisite: None				
CHE 161—General Chemistry I	3	3	0	4
Introduction to the fundamental principles of chemistry. Topics include SI units, elements, compounds, formulas, inorganic nomenclature, equations, stoichiometry, and nuclear chemistry. The discovery of the fundamental atomic particles and the quantum mechanical picture of the atom are emphasized. Laboratory includes basic techniques, separation of mixtures, and gravimetric analysis.				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CHE 162—General Chemistry II	3	3	0	4
A continuation of CHE 161. Emphasis is centered on molecular structure and covalent bond theories. Topics include chemical periodicity, physical states, solutions, and volumetric analysis.				
Prerequisite: CHE 161				
CHE 163—General Chemistry III	3	3	0	4
A continuation of CHE 162 with emphasis on chemical and ionic equilibria, chemical thermodynamics and kinetics, and electrochemistry. Laboratory work includes procedures and techniques of inorganic qualitative analysis.				
Prerequisite: CHE 162				



SURVEYING TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CIV 101—Surveying I	2	9	0	5
This course is intended as a course to acquaint students with the history of surveying as well as the use and care of surveying equipment. Equipment will include theodolites, levels and tapes. The lab for this course will be designed to illustrate the direct application of mathematics to surveying by obtaining field solutions to various geometric problems. Emphasis in this course will be placed on horizontal linear measure. Prerequisites: High school algebra I, II and plane geometry or permission of the instructor				
CIV 102—Surveying II	2	6	0	4
This course will deal with the theory and practice of plane surveys. Use of instruments for angular measure will be stressed. Students will be introduced to the theory of probability, various reference systems for angles and bearings, magnetic declinations, stadia measurements and various corrections that must be applied to linear measurements made with steel tapes. Keeping of notes during labs will be emphasized, particularly with respect to note form and neatness. Prerequisites: CIV 101, DFT 101 Corequisite: MAT 122				
CIV 103—Surveying III	2	6	0	4
This course will include differential and profile leveling, cross-sections, earthwork computations, calculation of land areas, the mapping of boundaries and the topography of land. Lab emphasis will be placed on location of boundary lines and determination of topographical features. Prerequisite: CIV 102 Corequisites: MAT 123, DFT 102				
CIV 105—Site Development	2	0	6	4
A study of the methods of gathering the data necessary to plan and implement a small site development. Prerequisite: None				
CIV 109—Surveying Law	5	0	0	5
The study of the North Carolina State Statutes regarding the practice of surveying, study of conflicting elements in establishment of boundaries, riparian rights, adverse possession, preparation of abstracts, and laws affecting the drainage of land from the viewpoint of both existing and proposed channels. Prerequisite: None Corequisite: CIV 212 or permission of instructor				
CIV 110—Construction Planning Methods and Equipment	3	2	0	4
This course introduces construction planning and scheduling techniques and covers excavating methods and equipment used in building and highway construction. Topics include construction safety, operation analysis, project control and supervision, and costs and production of machinery. Upon completion, students will be able to apply the critical path methods for planning and scheduling and analyze the aspects of a construction operation. Prerequisite: None				
CIV 121—Computations I	0	6	0	2
This course is designed to acquaint the student with mathematical concepts which relate to the practice of surveying and engineering. Emphasis is placed on the solution of surveying problems with the aid of a hand-held calculator. Prerequisite: None.				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CIV 123—Computations II	0	6	0	2
The application of mathematics and, physics, graphics to the solution of problems in Surveying and Engineering Technology. Problem solving methods and techniques as well as recording and presenting results are covered. Use of hand-held electronic calculators is emphasized. Metrification and unit conversion is included. Corequisite: CIV 102				
CIV 212—Route Surveying	2	6	0	4
The course studies the development of simple, compound, and reverse curves and their applications to the design and layout of subdivision streets and the practice of methods of making topographic surveys with conventional equipment. Prerequisite: CIV 103				
CIV 213—Advanced Land Surveying	3	3	0	4
Theories and practice of land surveying including subdivisions, the use of the North Carolina Coordinate System, triangulation, trilateration, and astronomic observations. There will be extensive use of the electronic distance meter and precision theodolites. There will be night labs in this course and attendance is mandatory. Prerequisite: CIV 212				
CIV 214—Mapping and Subdivision Planning	2	6	0	4
The course applies the principles of designing and producing subdivision maps through the use of AutoCad. Prerequisites: DFT 104, CIV 212, CIV 223, CIV 229 or permission of the instructor Corequisite: CIV 230				
CIV 218—Construction Surveying	2	9	0	5
Study the basic principles of construction and construction surveying to include, but not limited to: laying off buildings, construction staking of sewer lines; estimating and take-off, scheduling, and zoning and building codes. Lab will consist of actually doing each of the classroom subjects. Prerequisite: None				
CIV 223—Codes, Contracts & Specifications	2	0	0	2
Basic principles and methods most significant in contract relationships; appreciation of the legal considerations in construction work; study of the National Building Code and local building codes, interpreting and outlining specification. Prerequisite: None				
CIV 226—Properties of Highway Materials	5	6	0	7
Study of the various building materials used in highway construction. Covers soil types and classification; soil stabilization; groundwater and frost action; compaction; aggregates; bituminous materials; and portland cement concrete. Laboratory work covers the common tests performed on soil and asphalt material. Prerequisites: MAT 124, CIV 218				
CIV 227—Construction of Roads and Pavements	2	3	0	3
Construction practices for various types of road building, including soil properties, grading, subgrading, base courses, embankments, compaction, and formwork. Design, construction, and testing of rigid Portland-cement concrete and flexible bituminous pavements. Field inspection trips. Prerequisites: CIV 218, CIV 212, CIV 226				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CIV 228—Introduction to Drainage	2	3	0	3
Introduction to the basic principles of hydraulics and hydrology necessary to the understanding of the disposal of runoff. Topics include rainfall and runoff; basic fluid flow; closed and open channels; and flow through orifices and weirs. Laboratory work includes preparation of drawings of drainage structures and field trips. Prerequisite: MAT 124 Corequisite: CIV 211 or by permission of instructor				
CIV 229—Highway Drainage	2	3	0	3
A continuation of principles of drainage with special emphasis on the surface drainage of streets, roads, and highways. Topics include culverts; median swales; curb and gutter drains; inlets; and debris control. Laboratory work includes preparation of drawings of highway drainage structures. Prerequisite: CIV 228				
CIV 230—Subdivision Drainage	2	3	0	3
The principles of drainage and hydrology as applied to the removal of unwanted surface and subsurface water. Particular attention to the problem of urban storm drainage; storm sewers; and sewer appurtenances. Laboratory work consists of developing a drainage plan for a small subdivision. Prerequisite: CIV 229 Corequisite: CIV 214				
CIV 231—Computer Application to Hydrology	5	0	0	5
The topics of this course will include rainfall and runoff, flow of water through both pipes and open channels, surface drainage of highways and the removal of urban storm water. Through the use of computer modeling, each model will be analyzed to determine the best model for any given situation. Prerequisites: CIV 228, CIV 229				



CRIMINAL JUSTICE

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
CJC 101—Introduction to the Administration of Justice	5	0	0	5
A study of the overall system of administering justice from its early historical development to its evolution within the US; identification of various sub-systems and components — law enforcement courts, corrections, and private agencies; their role and expectations and interrelationships; basic premises of crime, civil liability, punishment, compensation, and correction; education and training elements and ethical standards for professionalism with the system.				
Prerequisite: None				
CJC 102—Introduction to Criminology	5	0	0	5
Primary emphasis will be placed on theories and factors attributing to criminal behavior and the effects of that behavior on society. An overview of the different crimes will be presented to promote understanding of the causes and effects of crime. An overview of past and contemporary penal and correctional measures will also be given.				
Prerequisite: None				
CJC 104—Introduction to Security	3	0	0	3
A study of the nature and scope of private security forces in protecting industry, retail business and educational institutions. The basic principles of physical security, internal theft protection, defensive system design, and safety will be discussed. An examination will be made of the relationships between private security agencies and public law enforcement organizations. Career opportunities will be discussed.				
Prerequisite: None				
CJC 113—Identification Techniques	3	0	0	3
An overview of various identification techniques will be presented. The fundamentals of the process of fingerprinting from rolling, discovery of latents, classifying, comparison and court room presentation will be discussed to understand the most frequently used identification procedure in use.				
Prerequisite: None				
CJC 115—Criminal Law I	3	0	0	3
An examination of the historical development, philosophy, nature, societal purpose, and principles of substantive criminal law. A basic concept of law as a social force and an appreciation of the parameters of criminal justice response, with emphasis on criminal capacity; inchoate crimes; justification and defenses.				
Prerequisite: None				
CJC 116—Criminal Law II	3	0	0	3
A continuation of Criminal Law I focusing on classification of crime, substantive crime; elements of crime; and punitive sanctions.				
Prerequisite: CJC 115				
CJC 120—Interviews and Interrogations	3	2	0	4
This course presents a concentrated familiarization with basic and special techniques employed in criminal justice interviews and interrogations. Various sources of information available to criminal justice agencies are given. Proficiency is developed by the student in interrogation techniques through lab practice.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CJC 130—Police Operations	5	0	0	5
An overview of the theories, principles, and techniques of patrol operation. Consideration to the stress placed upon the patrol operative and his family. Study of the principles of intervening in domestic and public quarrels, effectively dealing with emotionally unbalanced and hostile persons, hostage situations, the recognition of hazards and potential danger to the operative and the public.				
Prerequisite: None				
CJC 140—Criminal Justice Supervision	3	2	0	4
Introduces the basic responsibilities and duties of the supervisor in a criminal justice agency. The relationship with subordinates and superiors are analyzed. Emphasis is placed on securing an effective work force and accomplishing organizational goals. Methods of supervision are analyzed. Students perform progress, disciplinary, and exit interviews. Deployment and staffing assignments will be conducted.				
Prerequisite: None				
CJC 200—Juvenile Delinquency	3	0	0	3
An introduction to the cause and treatment of juvenile delinquency. The organization, functions, and jurisdictions of juvenile agencies; the processing and detention of juveniles; juvenile case dispositions, juvenile status, and court in delinquency control will be studied.				
Prerequisite: None				
CJC 202—Criminal Justice and the Community	3	0	0	3
The study of the problems the criminal justice system has in its relationship with the community they serve. The course will survey existing programs and explore methods of developing successful criminal justice-community relationships.				
Prerequisite: None				
CJC 210—Fundamentals of Investigation I	3	2	0	4
This course introduces the student to the fundamentals of investigation; gathering, compiling, and the assembling of data for use by the prosecutor and attorneys in criminal and civil cases; investigative planning, techniques, and methodology, developing leads, locating witnesses, including expert witnesses, and evaluating evidence and determining its sufficiency and admissibility; crime scene search and sketching, investigative report writing; and the investigation of specific criminal offenses and civil wrongs such as assaults, sexual assaults, larceny, fraud, robbery, burglary, homicide, wrongful death, motor vehicle, and products liability.				
Prerequisite: None				
CJC 211—Fundamentals of Investigation II	3	2	0	4
Reconstruction of chronological sequence of events as to who, how, if and when a crime was committed. Evaluation, comparison, and processing of evidence. Obtaining testimonial evidence and its interaction with real evidence. Other areas of study will include Forensic Photography, Traffic Investigation, questioned documents, casts and molds, firearms, polygraphs, and suspicious death. Additionally quasi accepted investigative techniques will be discussed.				
Prerequisite: CJC 210				
CJC 220—Criminal Justice Organization and Administration	3	0	0	3
A study of the principles of administration and management and their application in the criminal justice agencies. Emphasis is placed on budgeting and fiscal control, recruitment, staff development, public relations and critical aspects of the decision-making process.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
CJC 225—Criminal Procedure	3	0	0	3
This course is designed to provide the students with the review of the procedures involved from the criminal incident to final disposition, including appeals to higher courts. The police, courts, and corrections functions in the criminal justice system are included. Prerequisite: None				
CJC 230—Introduction to Corrections	5	0	0	5
This course includes the history of criminal corrections in the United States; analysis of the crime problem; identification of the correctional client; correctional methods used in the United States; and emphasizes correctional goals in the criminal justice system. Prerequisite: None				
CJC 240—Officer Survival & Apprehension Tactics	3	2	0	4
This course is designed to review officer survival during and after approaches and apprehensions conducted with the public. Topics include the profile of the offender, armed and unarmed weaponry of officer and offender, apprehension techniques, use of deadly force, building searches, field interrogation, stress as the enemy of the officer, and stress reduction and counseling. Instruction will be given in the use of the baton, handcuffs, and in defensive tactics used in the handling of arrested persons. Prerequisite: CJC 101, 130, or law enforcement background				
CJC 245—Criminal Justice Internship	0	10	0	1
This program is designed to provide hands-on experience to augment the philosophical and theoretical aspects of instruction received in the classroom. The broadening experience gained through interning will facilitate the entry of the student into criminal justice work. The student is provided opportunity to test and evaluate subjective and objective ideas in a practical setting. Enhanced employment opportunity is extended the student through the interning medium. Prerequisite: Permission of instructor and completion of 45 quarter hours in the Criminal Justice program including CJC 101 and CJC 115.				

COOPERATIVE EDUCATION

COE 0101-0105, 0111-0115, 0121-125 Cooperative Education Internship (Parallel Plan)

Through Cooperative Education the student works in a position related to his/her vocational/technical program of study for an employer approved by the college department head. The student is monitored periodically by a faculty member. Credit hours for the internship are determined by dividing the average number of hours worked per week by 10 and rounding to the nearest whole number. A student may receive a maximum of three credit hours during any one quarter.

Grades will be based on the employers evaluation of the student's work performance and progress on the job, the student's self-evaluation of progress, and the faculty members evaluation.

Prerequisite: One quarter as a full-time student at Coastal Carolina Community College and/or permission of the department head.

Course number designation for registration:

COE 0101 — 1st quarter student registers for parallel work assignment	(0-10-1)
COE 0102 — 2nd quarter student registers for parallel work assignment	(0-10-1)
COE 0103 — 3rd quarter student registers for parallel work assignment	(0-10-1)
COE 0104 — 4th quarter student registers for parallel work assignment	(0-10-1)
COE 0105 — 5th quarter student registers for parallel work assignment	(0-10-1)
COE 0111 — 1st quarter student registers for parallel work assignment	(0-20-2)
COE 0112 — 2nd quarter student registers for parallel work assignment	(0-20-2)
COE 0113 — 3rd quarter student registers for parallel work assignment	(0-20-2)
COE 0114 — 4th quarter student registers for parallel work assignment	(0-20-2)
COE 0115 — 5th quarter student registers for parallel work assignment	(0-20-2)
COE 0121 — 1st quarter student registers for parallel work assignment	(0-30-3)
COE 0122 — 2nd quarter student registers for parallel work assignment	(0-30-3)
COE 0123 — 3rd quarter student registers for parallel work assignment	(0-30-3)
COE 0124 — 4th quarter student registers for parallel work assignment	(0-30-3)
COE 0125 — 5th quarter student registers for parallel work assignment	(0-30-3)

COSMETOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
COS 1101—Introduction to Cosmetology Theory	3	0	0	3
This course introduces the student to the scientific study of skin and hair and methods of hair removal. Emphasis is placed on how the skin and hair are produced by the body and the layers and care of each. Upon completion, students will be able to describe the skin and hair and tell how the diet affects each.				
Prerequisite: None				
COS 1102—Mannequin Practice	1	0	33	12
This course will enable the student to acquire a basic knowledge in hair styling, shaping, permanent waving, and scalp treatments. Emphasis is placed on demonstrating practical hairstyling skills along with shampooing, manicures, scalp treatments, and skin care. Upon completion, students will be able to set a basic hair style correctly, perform manicures, do a basic cut, wrap permanent waves, and give scalp treatments.				
Prerequisite: Student must understand the basic theory in each area prior to performing services on patrons.				
COS 1102A—Mannequin Practice	1	0	15	6
This course will enable the student to acquire a basic knowledge in hair styling, shaping, permanent waving, and scalp treatments. Emphasis is placed on demonstrating practical hairstyling skills along with shampooing, manicures, scalp treatments, and skin care. Upon completion, students will be able to set a basic hair style correctly, perform manicures, do a basic cut, wrap permanent waves, and give scalp treatments.				
Prerequisite: Student must understand the basic theory in each area prior to performing services on patrons.				
COS 1102B—Mannequin Practice	0	0	18	6
This course is a continuation of the fundamentals learned in COS 1102A which includes more in-depth mannequin practice.				
Prerequisite: COS 1102A				
COS 1103—Cosmetology Theory I	4	0	0	4
This course is designed to teach the basic theory of permanent waving, hair cutting, hair color, manicures, and facials. Emphasis is placed on the chemistry of permanent waves, hair color, manicures and facials, and cosmetics in relation to hair and skin chemistry. Upon completion, students will be able to explain the relation of hair and skin to the products used in perming, coloring, manicuring, and skin care.				
Prerequisite: COS 1101				
COS 1104—Cosmetology Skills I	2	0	30	12
This course is a continuation and application of practical skills learned in COS 1102 along with advanced skills in permanent waving and hair color. Emphasis is placed on participation by the student on live models by performing permanent waves and hair color. Upon completion, students will be able to do a basic cut and set in several styles, give a professional facial and manicure, permanent wave, and virgin tint.				
Prerequisite: COS 1103				
COS 1104A—Cosmetology Skills I	1	0	15	6
This course is a continuation and application of practical skills learned in COS 1102 along with advanced skills in permanent waving and hair color. Emphasis is placed on participation by the student on live models by performing permanent waves and hair color. Upon completion, students will be able to do a basic cut and set in several styles, give a professional facial and manicure, permanent wave, and virgin tint.				
Prerequisite: COS 1103				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
COS 1104B—Cosmetology Skills I	1	0	15	6
This course is a more in-depth practice in skills learned in COS 1104A and includes further practice on live models.				
Prerequisite: COS 1104A				
COS 1105—Cosmetology Theory II	3	0	0	3
This course is designed to provide theory in grooming, personal hygiene, and law and ethics pertaining to cosmetology. Topics include hair and disorders of the scalp and hair, hair cutting, hair styling, chemical relaxing, nail disorders, and cosmetology chemistry. Upon completion, students will be able to explain the basic principles in scalp and hair care and the chemistry of relaxers.				
Prerequisite: COS 1104				
COS 1106—Cosmetology Skills II	1	0	33	12
This course is a continuation and application of practical skills learned in COS 1102 and COS 1104. Emphasis is placed on advanced techniques and professionalism. Upon completion, students will be able to master techniques learned and be able to relate to patrons in a professional manner.				
Prerequisite: COS 1105				
COS 1106A—Cosmetology Skills II	1	0	15	6
This course is a continuation and application of practical skills learned in COS 1102 and COS 1104. Emphasis is placed on advanced techniques and professionalism. Upon completion, students will be able to master techniques learned and be able to relate to patrons in a professional manner.				
Prerequisite: COS 1105				
COS 1106B—Cosmetology Skills II	0	0	18	6
This course is a continuation of COS 1106A and includes an in-depth practice of advanced techniques.				
Prerequisite: COS 1106A				
COS 1107—Advanced Cosmetology Theory	4	0	0	4
This course is designed to introduce the student to the theory of superfluous hair removal, skin disorders, electricity and light therapy, and salon management. Emphasis is placed on reviewing theory in 1101, 1103, and 1105 and state board preparation. Upon completion, students will be able to explain their knowledge of hair removal, cells, skin, electricity, salon management, and can pass the state board exam.				
Prerequisite: Students must have completed all required practical skills necessary to enter into 1107.				
COS 1108—Advanced Cosmetology Practice	1	0	24	9
This course is a continuation and application of practical skills learned in COS 1102, 1104, and 1106. Emphasis is placed on mastering techniques and professionalism. Upon completion, students will be able to perform any service related to cosmetology in a professional manner with patron satisfaction.				
Prerequisites: COS 1101-1107				
COS 1108A—Advanced Cosmetology Practice	1	0	12	5
This course is a continuation and application of practical skills learned in COS 1102, 1104, and 1106. Emphasis is placed on mastering techniques and professionalism. Upon completion, students will be able to perform any service related to cosmetology in a professional manner with patron satisfaction.				
Prerequisites: COS 1101-1107				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
COS 1108B—Advanced Cosmetology Practice	0	0	12	4

This course is a continuation of COS 1108A and includes further mastering of techniques and professionalism.

Prerequisite: COS 1108A

DENTAL EDUCATION

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
DEN 101—Dental Anatomy	3	0	0	3
This course is designed to familiarize the dental hygiene student with all phases of dental anatomy including structures of the mouth, tooth morphology, eruption and exfoliation of primary and permanent teeth, histology, embryology, normal periodontology, and occlusion. Students will gain experience in identifying natural teeth, observing normal intraoral anatomy, and classifying occlusion. Prerequisite: None				
DEN 102—Head and Neck Anatomy	3	0	0	3
This course is designed to familiarize the dental hygiene student with the normal structures of the head and neck. Emphasis is placed on the bones of the skull, muscles of the face, the nervous system, blood supply, salivary glands, anatomy of injections, and normal anatomical features of the oral cavity. Prerequisite: None				
DEN 111—Preclinical Dental Hygiene I	3	0	9	6
A composite course designed to acquaint the first year students with the professional responsibilities of the hygienist and her relationship to the dental health team. Principles and procedures of oral prophylaxis will be introduced with repetitive practice on the dental mannequin and student partners. Proper instrumentation, fulcrum position, sterilization of instruments, taking medical histories, and recognizing various deposits in the mouth will be emphasized. Prerequisite: None				
DEN 112—Preclinical Dental Hygiene II	2	0	9	5
Further development of skills in manipulating instruments and materials used in oral prophylaxis and application of clinic procedures at the chair. Proficiency in charting existing oral conditions, oral inspection, patient education and applying fluoride will be emphasized. Prerequisite: DEN 111				
DEN 113—Clinical Dental Hygiene I	2	0	9	5
Continuation of DEN 112 with emphasis on handling the patient with special problems. Care of dental appliances, writing a treatment plan, applying topical anesthetics and desensitizers and sharpening instruments will be taught. Prerequisite: DEN 112				
DEN 121—General and Oral Pathology	4	0	0	4
This course is designed to acquaint the dental hygiene student with the basic principles of oral and general pathology with emphasis on the disease conditions of the mouth most commonly encountered by the dental auxiliary. Prerequisites: DEN 101, DEN 102				
DEN 125—First Aid and Emergencies (CPR)	0	2	0	1
A standard first-aid course that also emphasizes basic lifesaving techniques which is extended to include the role of the dental hygienist in prevention, recognition, and management of emergencies in the dental office. Prerequisite: None				
DEN 135—Dental Health Education	2	0	0	2
This course is designed to prepare the students to assess, develop, implement and evaluate preventive dental services for individual patients. Transfer of didactic material to the clinical setting will be facilitated by role-playing and case study exercises. The student will be assisted in the development of his/her own philosophy regarding his/her role in the prevention of oral diseases. Instruction in these four categories will be presented: I. Preventing Disease, II. Behavior Modification, III. Communication, IV. Patient Management Skills. Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Clinic	Hours Credit
DEN 204—Chairside Assisting	1	0	3	2
This course is designed to familiarize the student with the dental health team emphasizing those techniques of four-handed dentistry utilized in general dental practice as well as various dental specialties.				
Prerequisite: DEN 234				
DEN 212—Dental Radiology	3	0	3	4
The purpose of this course is to provide the first year dental hygiene student with an in-depth study of radiology. It will include exploration of theories, principles, and techniques utilized in dental radiology as they apply to exposure, processing, identification, and mounting of radiographs using the paralleling and bisecting angle techniques, radiographic interpretation, quality control techniques, and radiation safety. The laboratory sessions will provide an opportunity to apply and develop the skills necessary for satisfactory exposure, processing, mounting, and interpretation of diagnostic radiographs.				
Prerequisites: DEN 101, DEN 102				
DEN 214—Clinical Dental Hygiene II	2	0	12	3
Continuation of DEN 113 with emphasis on the theory and technique of root planing and ultrasonic scaling.				
Prerequisite: DEN 113				
DEN 215—Clinical Dental Hygiene III	3	0	12	7
Further clinical experience in dental hygiene procedures with emphasis on development of self-direction in evaluation procedures. This will entail the study of: prevention and treatment of hypersensitivity, use of chemotherapeutic agents as they apply to dental diseases and nutritional counseling techniques for the procedures of treatment planning and for the medically compromised patient.				
Prerequisite: DEN 214				
DEN 216—Clinical Dental Hygiene IV	3	0	12	7
Continuation of DEN 215 with emphasis on the dental hygienist as a member of the dental team. This course of study will include: dental sealants, intraoral photography, amalgam polishing, case presentation, and the ethical requirements of the dental hygienist as an oral health professional.				
Prerequisite: DEN 215				
DEN 217—Clinical Dental Hygiene V	3	0	12	7
Continuation of DEN 216 giving the student further clinical experience in dental hygiene procedures. Emphasis will be placed on job procurement, resume writing, job interviews, and employment opportunities. The dental laws and regulations as they apply to the dentist, dental hygienist, and the dental assistant will also be covered.				
Prerequisite: DEN 216				
DEN 222—Periodontology	2	0	0	2
Study of the periodontium and periodontal pathology. Emphasis will be placed on the role of the dental hygienist in the treatment and prevention of periodontal disease.				
Prerequisites: DEN 101, DEN 102				
DEN 224—Dental Specialties	3	0	0	3
This course is designed to give the dental hygiene student an introduction to procedures most commonly performed in dentistry. These include operative dentistry, oral surgery, pedodontics, endodontics, fixed and removable prosthodontics, orthodontics, and periodontics. Special emphasis is placed on how the dental hygienist can effectively explain procedures to patients.				
Prerequisites: DEN 204, DEN 234				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
DEN 225—Dental Specialties Clinic	0	0	3	1
Application of principles of four-handed dentistry in a clinical setting. Assignments in general and specialty dentistry further develop skills in chairside assisting, manipulation of dental materials, and patient communication. Prerequisites: DEN 204, DEN 234, DEN 224				
DEN 226—Community Dentistry I	4	0	0	4
This course is designed to introduce the dental hygienist to community dentistry as it pertains to the comprehensive role of an oral health professional. Research methods and basic statistics are introduced to further the understanding of the community's dental health needs. Prerequisite: DEN 135				
DEN 227—Community Dentistry II	0	0	3	1
A continuation of DEN 226 with implementation of a community dental health program. Prerequisite: DEN 226				
DEN 228—Dental Office Management	2	0	0	2
This course is designed to acquaint the student with an overview of and to develop basic competencies in dental office management procedures. Emphasis is placed upon the hygienist's role as a dental health team member, development of knowledge and appreciation for the economic realities of practice, utilization of communication skills and the enhancement of professional demeanor. Prerequisite: None				
DEN 234—Dental Materials	6	0	6	4
Identification and study of materials commonly used in the dental office with principles and procedures related to their manipulation and care. Special emphasis is placed on those materials associated with the responsibilities of the hygienist. Prerequisite: None				
DEN 235—Dental Pharmacology/Dental Emergencies	4	0	0	2
This course is designed to present basic information related to the field of pharmacology, particularly those agents used in the dental office, prescribed by dentists, and commonly used by patients whose systemic or oral conditions require special procedures in the dental office. Drug terminology, legislation, standards, actions, and adverse reactions are studied. Special emphasis is placed on using the PDR, prescription writing, and treatment of emergencies in the dental office. Prerequisite: DEN 125				
DEN 1001—Introduction to Dental Assisting	2	0	0	2
This course is designed to introduce and familiarize the dental assisting student to the legal aspects of dentistry. The codes of ethics and the structure and function of the dental professional organizations. Small group problem solving sessions will be conducted to express and utilize the information in these subject areas. Prerequisite: None				
DEN 1002—Dental Materials I	2	0	6	4
Identification of dental materials, characteristics, evaluation of quality, and principles and procedures related to manipulation and storage of various dental materials. Emphasis is placed on materials used in operative dentistry and the fabrication of study models. Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
DEN 1003—Dental Anatomy	5	0	0	5
Designed to familiarize the dental assisting student with all phases of dental anatomy including structures of the mouth, tooth morphology, eruption and exfoliation of primary and permanent teeth, occlusion, normal periodontology, head and neck anatomy, histology, and embryology. Students will gain experience in identifying natural teeth, observing normal intraoral anatomy, and classifying occlusion. Prerequisite: None				
DEN 1004—Preclinical Science (Pharmacology and Dental Office Emergencies)	3	0	0	3
This course is designed to introduce and familiarize dental assisting students with basic theoretical concepts and practical application of emergency situations that may arise in the dental office. This course is also designed as a basic study of the sources, administration, nomenclature, publications and classifications of drugs and the regulations and laws pertaining to the dispensing of drugs. Additionally the student will be able to recognize the potential for emergencies by evaluating medical histories. Prerequisite: None				
DEN 1005—Dental Office Management	4	0	0	4
Designed to familiarize the dental assisting student with modern business office procedures including bookkeeping, maintenance of patient records, patient communication, inventory and supply ordering. Also introduced is the use of computers in dental office management. Prerequisite: None				
DEN 1006—Clinical Procedures I	3	0	6	5
Designed to prepare the student to anticipate the needs of the dentist, to assist in basic procedures and to utilize management skills. This course provides an introduction to the principles and procedures related to operatory equipment, instruments, sterilization and chairside dental assisting techniques including four handed dentistry. Major emphasis will be given to principles and procedures of operative dentistry and local anesthesia. Corequisite: DEN 1002				
DEN 1007—Clinical Procedures II	3	0	6	5
A continuation of Clinical Procedures I including experiences to increase level of competency in patient management and chairside assisting. Special emphasis is placed on the dental specialties and the dental assistant's role in oral surgery, endodontics, pedodontics, prosthodontics, orthodontics and periodontics. Laboratory sessions are designed to provide practical experience in chairside assisting. Prerequisite: DEN 1006				
DEN 1008—Dental Materials II	2	0	6	4
A continuation of Dental Materials I, emphasis is placed on the understanding and application of materials used in the dental office and laboratory. Students become proficient in manipulative skills, operation of equipment and gain an appreciation of the more complex techniques performed by dental laboratory technicians. Laboratory sessions provide an opportunity for students to fabricate orthodontic study models, custom impression trays and acrylic temporary crowns. Prerequisite: DEN 1002				
DEN 1009—Dental Office Practice I (CPR)	1	0	12	5
Initial clinical application of principles and procedures of four-handed dentistry in a clinical setting. Assignments also permit further development of skills in radiography, lab functions and clinical support procedures. Included is a specialized unit to certify the student in basic life support procedures. Time is provided to allow the student an opportunity to share clinical experiences, to determine the diversity of student's learning, and to evaluate subsequent clinical assignments. Prerequisites: DEN 1006, DEN 1007				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
DEN 1010—Dental Office Practice II	2	0	24	10
Emphasis is placed on job procurement, resume writing, interviewing, and employment opportunities. Opportunity is provided for sharing clinical experiences, to determine the diversity of the student's learning and to evaluate subsequent assignments. Prerequisite: DEN 1009				
DEN 1012—Dental Radiology	2	0	6	4
Principles and techniques of exposing, processing, mounting, storing, evaluating and interpreting intraoral radiographic films. Radiation physics, biological hazards, protection of patient, operator and others are emphasized. Laboratory and clinical practice is designed according to current legal requirements. Prerequisite: DEN 1003				
DEN 1013—Preventive Dental Health Education	2	0	3	3
A study of the etiology, prevention and control of dental caries and periodontal disease. Communication skills, nutritional counseling, oral physiotherapy, fluorides and preliminary oral examination are included. Emphasis is placed on the dental assistant's role in preventive dentistry and patient counseling. Prerequisites: DEN 1003, DEN 1004 Corequisite: PSY 1101				
DEN 1014—Oral Pathology	2	0	0	2
Designed to acquaint the dental assisting student with the basic principles of oral and general pathology with emphasis on the disease conditions of the mouth most commonly encountered by the dental auxiliary. Prerequisite: DEN 1003				



DRAFTING

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
DFT 101—Technical Drafting	2	6	0	4
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. Prerequisite: None				
DFT 102—Civil Drafting	2	6	0	4
Introduction to drawing associated with surveying technology. Topics covered include: preparation of real estate plats as required for deed registration; topographic maps; contours; highway plan and profiles; and earthwork. Drawings are done in pencil and in ink on paper, cloth, and plastic film. Prerequisite: DFT 101				
DFT 103—Introduction to AutoCad	2	6	0	4
This course is designed to acquaint any student with Computer Aided Drafting through the use of the AutoCad program. Basic features of the AutoCad program shall be emphasized. Prerequisite: None				
DFT 104—Intermediate AutoCad	2	6	0	4
The more advanced features of AutoCad will be studied. Additionally customizing AutoCad through the use of macros and menus will be discussed. Prerequisite: DFT 103 or permission of instructor.				
DFT 113—Electronic Drafting	2	6	0	4
The fundamentals of drafting are presented with an emphasis on applications in the electronics field. Basic skills and techniques are included such as the use of drafting instruments, types of drawing, construction of drawings both with instruments and freehand, lettering and dimensioning, and how to read prints. In addition to basic skills, specialized experience will be included which directly relates to the electronics industry, such as types of drawings common to electronics, special symbols used, schematic diagrams, and layout diagrams with an emphasis on printed circuit work. Prerequisite: None				
DFT 118—Drafting & Blueprint Interpretation	2	4	0	4
Basic drafting techniques are covered to provide a working knowledge of drafting as a tool for communicating ideas. Reading and interpreting of blueprints is emphasized. Prerequisite: None				
DFT 1104—Blueprint Reading	0	0	3	1
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes. Prerequisite: None				
DFT 1105—Blueprint Reading: Mechanical	1	2	0	2
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: DFT 1104				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
DFT 1106—Blueprint Reading: Mechanical	1	2	0	2
Advanced blueprint reading and sketching as related to detail and assembly drawing used in machine shops. The interpretation of drawing of complex parts and machanisms for features of fabrication, construction and assembly. Prerequisite: DFT 1105				
DFT 1109—Electrical Blueprints and Layouts	3	0	0	3
Provides a basic working knowledge of how to read and understand electrical plans and circuits. How to draw and make drawings of electrical circuits. Use of electrical symbols in blueprints and wiring diagrams. Planning and estimating electrical requirements from plans. Prerequisites: ELC 1112, ELC 1127				
DFT 1117—Blueprint Reading: Welding	0	0	3	1
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications. Prerequisite: None				
DFT 1118—Pattern Development	2	0	3	3
Continued study of welding symbols; methods used in layout of sheet metal; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates. Prerequisite: DFT 1180				
DFT 1180—Trade Drafting & Sketching	0	0	6	2
This course is designed as an introductory course in drafting for students requiring a knowledge of mechanical drawing principles and practices for reading and describing objects in the graphic language. The student is expected to gain the basic skills in drawing with instruments, lettering, geometrical construction, freehand sketching, and describing objects orthographically with principal views. Use of instruments and orthographic projection emphasized. Prerequisite: None				



DRAMA (FINE ARTS)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
DRA 150—Drama Practicum	5	0	0	1
This course is designed to introduce the beginning student to all phases of the planning and execution of drama productions. Course times may vary due to rehearsal schedules. This course may be taken twice for credit.				
Prerequisite: None				
DRA 151—Acting	3	0	0	3
A study of the basic principles underlying the acting art: development of stage techniques through the training of body and voice as instruments of expression.				
Prerequisite: None				
DRA 152—Intermediate Acting	3	0	0	3
A continuation of Drama 151, with emphasis on acting in scenes to develop truth in character, timing, stage communication and conflict.				
Prerequisite: DRA 151 or permission of instructor				
DRA 153—Advanced Acting	3	0	0	3
Intensive application of acting techniques through advanced study and performance of selected scenes involving problems of style in a wide range of dramatic materials.				
Prerequisite: DRA 152 or permission of instructor				
DRA 154—Stage Makeup	2	0	0	2
An introduction to the fundamental principles and techniques of theatrical makeup.				
Prerequisite: None				
DRA 250—Drama Practicum	5	0	0	1
A continuation of DRA 150. Students enrolled in this course may be asked to lead novice groups in certain production areas such as lighting, sound, advertising, or stage managing. This course may be taken twice for credit.				
Prerequisite: DRA 150 or permission of instructor				
DRA 255—Technical Theatre Production	5	0	0	5
The study of the fundamentals of Scene, Costume, and Lighting design for the theater and fundamentals for technical theater including scenic construction, painting, properties and rigging. A working knowledge of tools and materials will also be developed.				
Prerequisite: None				
DRA 261—Introduction to the Theatre	5	0	0	5
A survey of the history of the theatre beginning with the Greek and continuing with the development of drama to its present stage.				
Prerequisite: None				
DRA 262—Literature of the Theatre	5	0	0	5
Critical analysis of related dramatic works designed to develop appreciation and understanding of drama as a literary form. Significant plays, from classic through contemporary, that make up the literature of the theatre will be studied.				
Prerequisite: None				

DIESEL VEHICLE MAINTENANCE

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
DSE 1101—Introduction to Diesel Mechanics	1	0	6	3
An introductory course on theory, design, and operating adjustments in both 2/4 cycle diesel engines. Emphasis on shop safety and measuring instruments.				
Prerequisite: None				
DSE 1107—Diesel Charging and Starting Systems	2	0	3	3
A study of the engine electrical system, the components and their function that comprise; preheating, starting, generating and monitoring circuits common to diesel engines. Special emphasis is placed on the use of test equipment for servicing and troubleshooting these systems.				
Prerequisite: None				
DSE 1110—Engine Rebuild	2	0	3	3
Continuation of DSE 1101 course to include design differences, advantages, and rebuilding techniques of 2/4 cycle diesel engines. Emphasis on use of special tools and testing equipment.				
Prerequisite: None				
DSE 1111—Engine Rebuild	0	0	6	2
Shop rebuilding of two/cycle engines. Practical hands on experience measuring and rebuilding two/cycle diesel engines. Emphasis on proper use of manufacturers service manuals.				
Prerequisite: DSE 1110				
DSE 1113—Advanced Engine Rebuild	3	0	3	4
Hands on rebuilding techniques on four/cycle diesel engines. Engines will be completely disassembled and checked for manufacturers specifications and reassembled. Emphasis placed on proper use of special tools and testing equipment.				
Prerequisite: DSE 1111				
DSE 1142—Basic Diesel Equipment Transmissions	2	0	6	4
Basic transmission course to help students to understand theory, operation and rebuilding of manual and power transmissions used in heavy equipment as well as the trucking industry. Shop projects will include removal, rebuilding, installation and testing of various transmissions.				
Prerequisite: None				
DSE 1144—Hydraulic and Pneumatic Air Systems	1	0	3	2
The study of hydraulic and pneumatic systems as used in construction equipment, road vehicles, and farming equipment. It covers basic theories, construction adjustment and repair of hydraulic and pneumatic control and power systems.				
Prerequisite: None				
DSE 1146—Diesel Equipment Brake Systems	2	0	6	4
The student will be introduced to the theory and repair of all types of brake systems used in the construction environment. Course will cover air systems, hydraulic systems, electrical and combination type systems. Special emphasis is placed on safety and troubleshooting.				
Prerequisite: None				
DSE 1150—Fuel Injection and Electrical System	2	0	6	4
Development of the operating principles of modern diesel fuel injection systems; component functions, service, repair and adjustment components to include mechanical and hydraulic governors. Special emphasis is placed on the use of test equipment for servicing and troubleshooting of fuel injection systems.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
DSE 1152—Diesel Equipment Power Trains	2	0	9	5
An all inclusive study of the operation and rebuilding of components that make up various equipment power trains. Course will cover differentials, drive lines, and suspension systems currently found in all types of construction, farm, marine, and trucking machinery. Practical hands on training will enhance the students knowledge in this area. Prerequisite: None				
DSE 1154—Diesel Tune-up and Trouble Shooting	3	0	3	4
Develops the trainees ability to perform tune-up procedures in accordance with manufacturer's specifications utilizing proper methods and testing procedures. The student will construct a basic troubleshooting program which can be applied to engine analysis utilizing recommended manufacturers procedures and the use of proper test equipment to isolate and define the problem. Prerequisite: None				
DSE 1156—Diesel Engine Servicing	3	0	9	6
The understanding of the requirement for periodic maintenance, the effects and benefits of preventive maintenance and the construction of preventive maintenance programs to meet the recommended minimum requirements stated by manufacturers of diesel engines. Prerequisite: None				
DSE 1158—Air Induction and Exhaust Systems	2	0	3	3
Development of a thorough knowledge of constructional and operational features of the air induction and exhaust systems components to include servicing, disassembling, inspection and repair of blowers and turbochargers, testing, inspection and replacement of exhaust components to include manifold, pipes and mufflers. Prerequisite: None				



ECONOMICS

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
ECO 108—Consumer Economics This course is designed to help students become more informed about buying goods and services in the American marketplace. Money management and consumer rights, responsibilities, and issues are discussed. Prerequisite: None	3	0	0	3
ECO 151—Principles of Economics I This course is a study of our market oriented economic system. Primary emphasis is placed on market theory, supply and demand analysis, price determination, and production costs. Prerequisite: None	3	0	0	3
ECO 152—Principles of Economics II A continuation of ECO 151 with emphasis on the theory of the individual firm, including perfect and imperfect competition, resource allocation and capital decisions. Prerequisite: ECO 151	3	0	0	3
ECO 153—Principles of Economics III This course is a study of national income determination, fiscal and monetary policies, and the role of our central banking system. Prerequisites: ECO 151 and ECO 152	3	0	0	3



EDUCATION
(SOCIAL SCIENCE)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
EDU 251—Introduction to Education	5	0	0	5

A study of the foundations and contemporary approaches in education from the historical, philosophical, psychological, and sociological points of view. Classroom work will be supplemental with required observation experience in the local school system. This is not a practice teaching course.
Prerequisite: None



ELECTRICAL

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELC 102—Electrical Standards for Fire Protection	3	2	0	4
A study of electrical systems, circuits, control devices and overcurrent protection. The course includes an introduction to the National Electrical Code. Prerequisite: None				
ELC 111—Introduction to Electric Circuits	3	6	0	5
An introduction to basic DC electrical theory and fundamental laboratory practices. The topics include units of measurement, electrical quantities, simple circuits, electromotive forces, current, power, Ohm's Law, resistance and basic electrical instruments. Laboratory work will teach the proper use of basic hand tools and safety practices used in working with electricity. Prerequisite: None				
ELC 112—Electrical Fundamentals I (DC)	3	6	0	5
Emphasizes electrical concepts and circuit analysis using network theorems as applied to two port networks. Provides fundamental concepts in magnetic topics, capacitance, inductance, impedance and alternating current circuits. Prerequisites: ELC 111, MAT 121				
ELC 113—Electrical Fundamentals II (AC)	3	6	0	5
Additional electrical concepts and circuit analysis procedures as applied to more complex two terminal and simple two port networks are introduced. Laboratory work will include additional measurement techniques with emphasis on verification of theoretical concepts. Prerequisites: ELC 112, MAT 121				
ELC 114—Electrical Fundamentals III (Network Analysis)	3	3	0	4
Advanced circuit analysis techniques as applied to two port passive networks are introduced with emphasis on analysis and mathematical computations. Laboratory experiences are used to support analysis activities. Prerequisites: ELC 113, MAT 122				
ELC 1101—Basic Electricity	3	0	0	3
A study of basic electricity and the electrical systems, single phase and three phase power, their voltages and uses. Types of electrical circuits and their control devices. Electrical materials and tools. The National Electrical Code requirements as applied to branch circuits and their over-current protective devices. Practical application of basic electrical circuits, troubleshooting, and repair of circuits. Prerequisite: None				
ELC 1112—Electrical Theory	5	0	9	8
A study of the Electron Theory and Magnetism. The relationship between voltage current and resistance. Electrical terms and symbols. Basic electrical — series, parallel and combination. Types of electrical measuring devices and how to apply them in electrical circuits. Electrical systems for lighting and power. (wye & delta) Prerequisite: None				
ELC 1117—Electric Motor Circuits & Controls	7	0	12	11
Calculations of electrical motor feeder and branch circuits based on the National Electrical Code. Application on the installation of electric motor circuits and control devices, single phase and three phase circuits. Single and multi-motor operations, trouble-shooting control circuits, types of single and three phase motors. Prerequisite: ELC 1126				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELC 1124—Residential Wiring I	5	0	6	7
Provides instruction and application in the installation of electrical requirements in residential dwellings. Regulations governing the wiring as listed in the National Electrical Code and in the specifications. Load calculation for family type dwellings. Installation of service equipment and branch circuits in actual building mock-ups. Prerequisites: ELC 1112, MAT 1115, ELC 1127				
ELC 1127—Electrical Materials and Tools	0	0	3	1
Provides instruction in the knowledge and use of electrical hardware and devices. Their use and application in the electrical installations. Types of electrical conductors and cable. Steel electrical raceways. Overcurrent protection devices. General knowledge of electrical tools, care and maintenance of tools and equipment. Prerequisite: None				
ELC 1128—Commercial/Industrial Installations	8	0	18	14
Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial/industrial type buildings. Requirements for electrical service as set forth by the National Electrical Code. Load calculations. Actual wiring of commercial type installation in building mock-ups. Prerequisites: ELC 1112, MAT 1115, ELC 1126, ELC 1127, DFT 1109, ELC 1113, ELC 1124, ELC 1125				
ELC 1129—Commercial Wiring	2	0	6	4
Provides instructions and application in the installation of electrical service equipment and branch circuits in commercial type buildings. Requirements for electrical service as set forth by the National Electric Code. Load calculations. Actual wiring of commercial type installation in building mock-ups. Prerequisites: ELC 1112, MAT 1115, ELC 1126, DFT 1109, ELC 1124				
ELC 1130—National Electric Code I	3	2	0	4
This course is designed to prepare the student for the State Electrical Examinations. Provides a general review of the code. Calculations on electrical problems and circuits. Prerequisite: The student must have a general working knowledge of the electrical code or employed in the electrical field.				
ELC 1131—National Electric Code II	3	2	0	4
Designed to prepare the student for the state electrical contractor's examination. Also provides a general review of the code; calculations on electrical problems and circuits are included. Prerequisite: The student must have a general working knowledge of the electrical code or be employed in the electrical field. Corequisite: ELC 1130				
ELC 1150—Basic Electricity	2	2	0	3
A study of the basic electrical principles and components needed for troubleshooting modern machines. A basic study is made of direct and alternating current and electrical distribution in series and parallel circuits. The students become familiar with the following electrical terms: insulators, conductors, semi-conductors, coils, relays, solenoids and polarity. Safety with the use of electricity and electrical devices is stressed at all times. Prerequisite: None				
ELC 1151—Applied Wiring Diagrams "HVAC"	1	2	0	2
Common electrical control components with an emphasis on their function in a control circuit and the symbols utilized to identify them in wiring diagrams. Students will learn how to read wiring diagrams in order to identify and describe the functions of the control components and to diagnose and repair component malfunctions in an electrical control system. Prerequisite: None				

ELECTRONICS

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
ELN 118—Basic Logic Circuits	3	4	0	5
A study of number systems, basic Boolean algebra and binary codes as applied to computer circuits. Symbols, truth-tables, and applications are discussed for integrated circuit logic gates.				
Prerequisite: None				
ELN 121—Electronics I (Devices)	3	6	0	5
Presents qualitative electronics concepts beginning with systems and networks and proceeding to devices. Typical networks such as power supplies, amplifiers, oscillators, and feedback circuits are introduced. Solid state devices and vacuum tubes are introduced as idealized devices. Experience is provided in basic troubleshooting techniques. Instruments are introduced as needed for simple testing and measurements.				
Prerequisite: ELC 112				
ELN 122—Electronics II (Circuits)	3	6	0	5
A quantitative study beginning with active control devices and proceeding to networks. A variety of equivalent circuit models are used to evaluate device and system parameters and predict circuit performance. Instruments are used in the laboratory to collect data, verify math predictions, and troubleshoot.				
Prerequisite: ELN 121				
ELN 123—Electronics III (Active Circuit Analysis)	3	6	0	5
Continues the study of active networks. Emphasis is on the analysis and design of both networks and active circuits. In addition, fundamentals, design techniques, and typical applications of linear integrated circuits are introduced.				
Prerequisites: ELN 122, MAT 124				
ELN 219—Digital Fundamentals	3	6	0	5
Emphasizes the study of combinational and sequential logic circuits using discrete and integrated components. Topics include: binary arithmetic, numbering systems, Boolean algebra, storing, timing, gating, and counting. Typical applications in industry will be presented.				
Prerequisite: ELN 123				
ELN 223—Electronic Instruments & Measurements	3	6	0	5
To provide the student with an understanding of the theory of operation and use of a variety of advanced electronic instruments commonly used in the laboratory. Instruments include analog VOM's, electronic counters, AF and RF signal generators, transistor tester, curve tracer, logic tester and spectrum analyzers.				
Prerequisite: None				
ELN 224—Computer and Microprocessor Fundamentals	3	6	0	5
An in-depth study of computing principles. Subjects covered include digital computers, memory devices, input-output devices, analog to digital converters, and digital to analog converters. Laboratory work using integrated circuits as computer building blocks will reinforce the classroom material.				
Prerequisite: ELN 219				
ELN 225—Microprocessor Interfacing	3	6	0	5
Timing and control signals necessary to interface the central processing unit to peripheral equipment. Study of data transfer through I/O devices utilizing programmable timer/counters, shift register and "handshaking" capabilities. Latching of data and interrupts and solutions to real world problems.				
Considerable time will be spent in teaching troubleshooting philosophy for microprocessor-based products. The student will gain experience in using the following digital circuit testers; logic probe; logic pulser, current tracer, logic clip and logic comparator.				
Prerequisite: ELN 224				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELN 234—Bio-medical Instrumentation	3	6	0	5
This course provides the student with an understanding of the transducers, the circuits, and the instruments required to measure and record basic bio-medical events. Systems to measure and record temperature, pressure, force, rate, displacement, and EKG/EMG (low level signals) will be studied. Filters, opto-isolators and amplifiers with high gain, high input impedance, and low noise are also examined. Prerequisite: ELN 123				
ELN 242—Communications	5	4	0	7
Introduction to fundamental aspects of electronic communication systems with special emphasis on need for modulation, types of modulation, frequency spectra and bandwidth requirements. Qualitative study of the principles of AM, SSB, and FM including the generation and detection of signals and their frequency spectra. Transmission and propagation of radio signals will be studied. Prerequisite: ELN 123				
ELN 245—Computer Communications	3	6	0	5
This course provides the student with an understanding of digital data transmission from system to system. Codes (BAUDOT and ASCII), Modems, Terminals, Protocols (BISYNC, HDLC, SDLC, ASYNC) and data communication techniques (RS 232/422, GPIB, IEEE 488, etc.) are studied. Corequisite: ELN 225				
ELN 246—Electronics Design Project	0	6	0	2
A laboratory class emphasizing independent research and design work by the student. The student will select a project in consultation with the instructor; perform the required research; compile data; formulate a theoretical model; and construct, test, and evaluate a working model of the selected project. Prerequisites: DFT 113, ELN 123				
ELN 1101—Fundamentals of Electricity	3	0	3	4
A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel, and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchoff's Law; sources of direct current potential. Proper use of test equipment is stressed. Prerequisite: Algebra background recommended				
ELN 1102—Fundamentals of Electronics I	3	0	3	4
Fundamental concepts of alternating current; sinusoidal and non-sinusoidal wave forms, a study of reactance, impedance, phase angle, power and resonance will be studied. Magnetism and alternating current circuit analysis will be presented. Prerequisite: ELN 1101 or concurrently with ELN 1101				
ELN 1103—Fundamentals of Electronics II	1	0	9	4
Subjects covered include waveform generators, oscilloscopes, troubleshooting techniques, and power supplies. Prerequisite: ELN 1101, ELN 1102 or concurrently with ELN 1101 and 1102				
ELN 1120—Electronic Devices I	3	0	3	4
An introduction to vacuum tubes, operational amplifiers, servomechanisms, and linear integrated circuits. Included is a study of radio and amplifier circuits. Prerequisites: ELN 1101, 1102, 1103				
ELN 1121—Electronic Devices II	2	0	6	4
A study of the applications of vacuum tubes and operational amplifiers. An introduction to programmable logic controllers is included. Recent developments in the field of electronics will be presented. Prerequisites: ELN 1120 or concurrently with ELN 1120				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ELN 1123—Introduction to Television	2	0	6	4
The theory and circuitry of monochrome television. Prerequisites: ELN 1120, ELN 1121, ELN 1125, MAT 1116				
ELN 1124—Servicing Electronic Equipment	2	0	6	4
The principles and techniques of servicing radio receivers including AM, FM, and stereo. Tape recorders, amplifiers, and other consumer and industrial electronic products are covered. Proper use of test equipment for diagnosis, alignment, and repairs are stressed. Prerequisites: ELN 1120, ELN 1121, ELN 1125				
ELN 1125—Transistor Theory and Circuits I	2	0	6	4
Transistor theory, physics, characteristics, and their applications in radio receivers and audio amplifier circuits. Prerequisites: ELN 1101, 1102				
ELN 1126—Transistor Theory and Circuits II	2	0	9	5
The theory and application of recent semi-conductor developments including zener diodes, tunnel diodes, field effect transistors, silicon controlled rectifiers, break over diodes (diacs), unijunction transistors and triacs. Prerequisites: ELN 1125, MAT 1116				
ELN 1127—Television Receiver Circuits and Servicing	7	0	9	10
A study of the principles of television receivers, alignment of radio and intermediate frequency amplifiers, adjustment of horizontal and vertical sweep circuits will be taught. Techniques of troubleshooting and repair of TV receivers with the proper use of associated test equipment will be stressed. Additional study of more specialized servicing techniques and oscilloscope waveform analysis will be used in the adjustment troubleshooting and repair of the color television circuits. Prerequisite: ELN 1123				
ELN 1128—Computer Electronics	3	0	6	5
A study of the electronic construction and operations of digital computers and the integrated components and elements electronically interconnected for obtaining basic digital computer performance. Individual components analyzed using Boolean Algebra and De Morgan's Theorem. Some areas of study are: computer codes, logic symbols, adders, shift registers, comparators, counters, and memory units. Prerequisites: ELN 1125, ELN 1126				

ENGLISH
(DEVELOPMENTAL)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ENG 71—Basic Grammar/Writing Skills I	5	0	0	(5)
This course is designed for students with very limited grammar and writing skills (students scoring below 15th percentile on CGP). Emphasis is placed on basic principles of grammar, sentence structure, and written communications. Highly proficient students who meet the ENG 71 course objectives will enroll in ENG 98.				
Prerequisite: None				
ENG 72—Basic Grammar/Writing Skills II	5	0	0	(5)
A continuation and extension of the units incorporated in ENG 71. This additional quarter of study gives more time to the practice and the understanding of the ENG 71 skills. Some approaches are repeated while different attacks are included for the ENG 71 skills.				
Prerequisite: ENG 71				
ENG 98—Essential Grammar and Usage	5	0	0	(5)
Students study the essential principles of grammar, usage, punctuation, and sentence structure. The class will consist of lectures, class participation, and individual instruction.				
Prerequisite: None				



ENGLISH

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ENG 100—Grammar	3	0	0	3
Required of all beginning secretarial and general technology students. Special emphasis is placed on grammar, spelling, punctuation, diction, and sentence structure. Prerequisite: None				
ENG 121—Grammar and Composition I	3	0	0	3
Designed to aid the student in the improvement of self-expression and to introduce the student to the differences between academic writing and business/technical writing. The approach is functional with an emphasis on the use of proper grammar and style in business communications. The student will compose essays and a variety of business compositions (technical description, process paper, minutes, memos). Prerequisite: None				
ENG 122—Grammar and Composition II	3	0	0	3
A continuation of ENG 121. Emphasis is placed on applying the basic concepts of correct diction and style in the writing of business communications. Prerequisite: ENG 121				
ENG 123—Technical Writing	3	0	0	3
A continuation of ENG 122. Emphasis is placed on the writing of reports and proposals and creating visuals. Prerequisite: ENG 122				
ENG 124—Composition	3	0	0	3
Designed to aid the secretarial and general office students in the improvement of self-expression in business writing. Emphasis is placed on correct diction, proper grammar, organization, and development of the written composition. Prerequisite: ENG 100				
ENG 150—Fundamentals of Composition	5	0	0	5
Students receive extensive practice in structuring coherent paragraphs and writing short essays. Grammar, usage, punctuation, and sentence structure will be reviewed throughout the course. Prerequisite: ENG 98 or permission of the instructor.				
ENG 151—Composition and Rhetoric	5	0	0	5
Reading, analyzing, and developing the written essay. Emphasis on developing critical thinking and writing skills. Introduction to library skills and the research paper. Prerequisite: None				
ENG 152—Composition and Literature	5	0	0	5
Development of the critical essay. An introduction to the critical analysis of narrative prose, poetry, and drama. Prerequisite: ENG 151				
ENG 155—English Composition I	3	0	0	3
Introduction to library skills and the research paper. Reading, analyzing, and developing the written essay. Emphasis on developing critical thinking and writing a variety of formal essays. Prerequisite: None				
ENG 156—English Composition II	3	0	0	3
A study of the elements of fiction in the short story and the novel. These elements of fiction will apply to the study of the critical essay. Prerequisite: ENG 155				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ENG 157—English Composition III	3	0	0	3
A study of poetry and drama with composition of the critical essay. Prerequisite: ENG 156				
ENG 224—Oral Communication	3	0	0	3
A study of the basic concepts and principles of oral communication to enable the student to speak more effectively. Emphasis is placed on logical organization and effective presentation of ideas. Attention is given to a variety of speaking situations in which the student may find himself when he enters the business world. Prerequisites: ENG 121, 124, 151, 155 or permission of instructor				
ENG 226—Written Communication	3	0	0	3
Develops skills in the techniques of writing business communications. The major types of business letters are discussed with emphasis on communicating the purpose of each type of letter. The student is required to compose, to type, and to proofread many types of letters. Required of all general office technology and secretarial students. Prerequisite: ENG 124				
ENG 251—Creative Writing: Fiction	5	0	0	5
A basic workshop course in fiction writing, geared to the needs and interests of student writers. Informal class discussion of student work and individual conferences with instructor. Selected readings of short stories and the techniques of writing fiction. Prerequisite: ENG 152 or permission of instructor				
ENG 252—Creative Writing: Poetry	5	0	0	5
A basic workshop course in poetry writing, geared to the needs and interests of students. Informal class discussions of student work and individual conferences with instructor. Selected readings of poems and the techniques of prosody. Prerequisite: ENG 152 or permission of instructor				
ENG 1102—Professional Communication I	3	0	0	3
Primarily a composition course emphasizing sentence structure, paragraph construction, and the business letter. Prerequisite: None				
ENG 1103—Professional Communication II	3	0	0	3
Designed to improve the student's skill in oral communication in both occupational and personal situations. Prerequisite: None				



ENGLISH (HUMANITIES)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
ENG 261—English Literature The study of English Literature from Beowulf to the Romantic Period. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
ENG 262—English Literature A study of English literature from the Romantic Period through the Modern Period. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
ENG 263—American Literature A survey of representative American writers from the Colonial Period to 1865. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
ENG 264—American Literature A survey of representative American writers from 1865 until the present. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
ENG 265—World Literature A survey of world literature from ninth century B.C. to the Renaissance. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
ENG 266—World Literature A survey of world literature from the Renaissance to the present. Prerequisite: ENG 152 or permission of instructor	5	0	0	5
ENG 272—Film Appreciation and History This course provides introductory film experiences and attempts to develop a visual literacy that will enable students to view films selectively and critically. The course will provide background on film terminology and history. The relationships between cinematic form and content will also be examined. Prerequisite: ENG 152 or permission of instructor	5	0	0	5



FIRE PROTECTION TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FIP 101—Introduction to Fire Protection	3	0	0	3
A study of the history and development of the fire protection movement. The roles of fire service personnel in fire protection as well as the application of fire protection principles to fire hazards are studied.				
Prerequisite: None				
FIP 102—Municipal Fire Protection	3	0	0	3
A study of fire department organization, personnel management, and relationship with other city departments. Evaluation of public fire protection needs, financial factors, records and reports, equipment procurement policies, apparatus, tools, training needs and programs, maintenance needs and facilities, and other equipment necessary for modern fire protection are included.				
Prerequisite: None				
FIP 104—Fire Protection Codes & Standards	2	3	0	3
A study of current building codes, fire protection codes and standards and their application with emphasis placed on the National Building Code, Fire Prevention Code, Life Safety Code, and other National Fire Codes. The exercises are designed to give the student experience in applying local and state codes to area businesses and industries.				
Prerequisite: None				
FIP 115—Fire Prevention Programs	3	0	0	3
The principles and application of fire prevention related to the community and to industrial plants. The development and maintenance of fire prevention programs, educational programs, and inspection programs are included.				
Prerequisite: FIP 104				
FIP 135—Training Programs & Methods of Instruction	4	0	0	4
A study of the purpose of fire service drills and training programs including the development and operation of a department's training program. Methods, staff selection, training, and facilities and equipment required for teaching are included.				
Prerequisite: FIP 115				
FIP 201—Arson Detection & Investigation	3	3	0	4
The determination of causes of accidental and incendiary fires, fire losses, points of origin, location and preservation of physical evidence. Use of scientific equipment to determine types of accelerants. Emphasis is placed on courtroom procedure in presenting evidence.				
Prerequisite: None				
FIP 205—Industrial Fire Hazards	3	3	0	4
A study of hazardous processes in industries such as plastics, furniture, tobacco, metal, textiles, etc., and the fire protection and precautions needed for their personnel and property are included. Fire hazards that are related to heating plants, electrical systems, and storage in all the above industries are presented.				
Prerequisite: FIP 101 or advisor approval				
FIP 211—Insurance Grading Schedules	3	0	0	3
A study of methods of analyzing fire hazards and the effects of fire hazards on fire insurance rates.				
Prerequisite: FIP 104				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FIP 216—Chemical and Radiation Hazards	3	2	0	4
A study of hazards encountered in chemical and petroleum businesses and industries, radiation hazards, effects of radiation on humans, exposure control, radiological instruments, operational and decontamination procedures, uses of radioactive material, transportation and storage of radioactive materials, and chemical and radioactive inspections. Prerequisite: None				
FIP 218—Hazardous Materials	3	2	0	4
Problems and precautions associated with safe storage and use of hazardous materials. Prerequisite: CHE 100				
FIP 220—Fire Fighting Strategy	2	3	0	3
The tactics and strategies in extinguishing fires with emphasis on pre-fire plans, mutual aid problems, techniques of using available equipment and manpower, conflagrations, and techniques of predicting fires by fuel analysis are studied. Prerequisite: FIP 102				
FIP 225—Fire Protection Law	3	0	0	3
A study of law in relation to fire protection. Torts, terms, and contracts are studied by the case method. Liability of fire protection personnel when making inspections, recommendations, fighting fires, or performing other tasks are discussed. Prerequisite: FIP 102				
FIP 230—Hydraulics and Water Distribution Systems	3	2	0	4
The mechanics of flow of fluids through fire hose, nozzles, and applicants, pumps, standpipes, watermains, and other devices. Prerequisites: MAT 100, PHY 122				
FIP 231—Sprinkler and Standpipe Systems	3	3	0	4
Types of sprinkler and standpipe systems, including system devices and their operation, advantages of sprinkler systems, codes governing installation, water supply requirements, testing inspection, and maintenance are included. Prerequisite: FIP 230				
FIP 235—Inspection Principles and Practices	3	4	0	5
A study of the fundamentals of fire inspection including standards and techniques of evaluation of hazards with practical recommendations. Lab reports include making maps and sketches of each building inspected for use in pre-fire planning. Prerequisite: FIP 104 or advisor approval				
FIP 244—Fire Alarm Systems	3	0	0	3
A study of different principles and types of alarm systems, their application, installation and maintenance. Prerequisite: ELC 102				
FIP 246—Portable and Fixed Extinguishing Systems	3	2	0	4
A study of various types of portable and fixed extinguishing systems, their operation, installation and maintenance. Prerequisite: FIP 104				

FRENCH (HUMANITIES)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
FRE 151—Elementary French I A study of the basic elements of French. Fundamentals of grammar, drill in pronunciation, and special emphasis on reading and oral composition in the language. This sequence is designed for students with less than two units of high school French. Lab work is required in addition to daily lectures. Prerequisite: None	5	0	0	5
FRE 152—Elementary French II A continuation of FRE 151. Lab work is required in addition to daily lectures. Prerequisite: FRE 151 or permission of instructor	5	0	0	5
FRE 251—Intermediate French I An intermediate sequence designed to provide a systematic review of basic grammar and to further develop the skills of listening, speaking, reading, and writing French. Lab work is required in addition to daily lectures. Prerequisite: FRE 152 or permission of instructor	5	0	0	5
FRE 252—Intermediate French II A continuation of FRE 251. Lab work is required in addition to daily lectures. Prerequisite: FRE 251 or permission of instructor	5	0	0	5
FRE 265—French Conversation Emphasis on the systematic use of the oral language. All course work, including tests and final exam conducted in oral form. (No writing required. No lab.) Prerequisite: FRE 252 or permission of instructor	5	0	0	5
FRE 271—Advanced French Intensive language training through the use of various materials in French: periodicals, literary selections, films, etc. Reading, composition and oral communication are emphasized. Prerequisite: FRE 252 or permission of instructor	5	0	0	5



GEOGRAPHY (SOCIAL SCIENCE)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
GEO 151—Introduction to Physical Geography I	3	2	0	4
An introductory physical geography course emphasizing the following: maps and their uses, earth-sun relationships, and meteorology (temperature, atmospheric pressure and winds, moisture, condensation and precipitation, air masses and atmospheric disturbances, climatic classification, and soils). Laboratory exercises are correlated with lectures. Prerequisite: None				
GEO 152—Introduction to Physical Geography II	3	2	0	4
An introductory physical geography course emphasizing the following: the hydrosphere, landforms and tectonic processes, and landform genesis by various agents (gravity, water, ice, and wind). Laboratory exercises are correlated with lectures. Prerequisite: None				
GEO 161—Cultural Geography	5	0	0	5
A study of world patterns of population distribution, ethnic, cultural and economic diversity, settlement, production and consumption, transportation, communication, and territorial organization. Interrelationships between man and his environment are emphasized throughout the course. Prerequisite: None				



HEALTH

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
HEA 151—Personal and Community Health	5	0	0	5
The development of all aspects of personal and community health with underlying science to clarify and support health education.				
Prerequisite: None				
HEA 152—First Aid and Safety	5	0	0	5
A basic course in health education designed to teach fundamentals of administering first aid. Emphasis is placed on accident prevention and practical application as recommended by the Red Cross.				
Prerequisite: None				



**HISTORY
(SOCIAL SCIENCE)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
HIS 151—Western Civilization: From Prehistoric Time to 1650	5	0	0	5
A survey of the forces responsible for the rise of the European states from prehistoric times; the ancient Near East; Greece; Rome and Middle Ages; the Renaissance; the Reformation; the 30 Years' War; and the Peace of Westphalia. Prerequisite: None				
HIS 152—Western Civilization: 1650 to the Present	5	0	0	5
A survey of the development of constitutional government in England; absolute monarchy; the rise of Prussia and Russia; the Enlightenment; the French revolution and Napoleon; the aftermath of Napoleon; the Congress of Vienna; European political revolts; the Industrial Revolution; the political unification of Italy and Germany; liberalism; imperialism; World Wars I and II; the rise and fall of Fascism; the development of communism; the Cold War; and conditions since World War II. Prerequisite: None				
HIS 161—American History: From the Age of Discovery to the Civil War	5	0	0	5
A survey of the history of the United States from the Age of Discovery to the Civil War with emphasis on political, economic, social, and cultural developments. Prerequisite: None				
HIS 162—American History: From the Civil War to the Present	5	0	0	5
A survey of the history of the United States from the Civil War to the present with emphasis on political, economic, social, and cultural developments. Prerequisite: None				



INTER-DISCIPLINARY STUDIES

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
IDS 151—Computer Literacy	2	2	0	3

A nontechnical introduction to the personal computer with an emphasis on practical applications. The student will be introduced to basic hardware and those software programs deemed most likely to be beneficial in both his college course work and future professional life.

Prerequisite: None

JOURNALISM

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
JOR 151—Introduction to Mass Communication	5	0	0	5
Theory, structure, content, functions, and audiences of the mass communication media in contemporary life. The historical development of the mass media, examining social and technological influences on current practices. Critical evaluation of the roles in providing news, opinions, entertainment, and advertising. Prerequisite: None				
JOR 251—Introduction to Journalism	3	2	0	5
Fundamentals of news style, reporting, and ethics. Emphasis on journalistic elements, writing techniques, and story structure. Classroom discussion, laboratory writing, and seminars will cover material ranging from news, pictures, editorials, sports copy, headlines, and copy editing. Prerequisite: ENG 152 or permission of instructor				



PARALEGAL TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
LEG 110—Professional Responsibility	3	0	0	3
A study of the legal profession's obligations to clients, the courts, and the public. This course will include the concepts of the ethics of the legal profession, ethical problems that may be encountered in the practice of law, with special emphasis on the unauthorized practice of law, and the Code of Professional Responsibility.				
Prerequisite: None				
LEG 111—Legal Research and Writing	3	2	0	4
A course designed to acquaint students with the methods of legal research and provide students a working familiarity with legal resource material and research aids. Emphasis is placed on developing skills and techniques in locating, analyzing, interpreting, and synthesizing constitutions, statutes, case law, and administrative regulations. Skill in legal draftsmanship, to include interoffice memoranda, various legal and court documents, and legal briefs will be developed. Experience will be given in using case reports, special reports, digests, citators, encyclopedias, annotations, periodicals, treatises, restatements, hornbooks, and computer aided research.				
Prerequisite: None				
LEG 113—Family Law	3	0	0	3
A study of the basic substantive law of the marital relationship, divorce, annulment, legal separation (court decreed and consensual), child custody, adoptions, guardianships, paternity, support and non-support of spouses and children, and procedures in contested and uncontested divorces. Emphasis will be on: the use of forms in family law matters; the preparation of pleadings, separation agreements, and proposed decrees; filing and notice requirements, interviewing and collecting data.				
Prerequisite: None				
LEG 115—Real Property Law	3	2	0	4
A study of the fundamental principles of real estate law; including property rights and interests in land, possession problems, liens, estates, tenancies, conveyancing, recordation of title, and the documentation and procedures involved in establishing interests in real property. Emphasis will be given to the preparation of real property sale contracts, abstracts of title, title search and examination, deeds, bonds, notes, mortgages, deeds of trust, affidavits of title, and closing settlement documents.				
Prerequisite: None				
LEG 201—Trusts, Estates, and Probate Law	3	2	0	4
A study of the concepts of and more common forms of wills and trusts, including the laws of intestacy and probate administration. Emphasis will be given to the drafting and execution of wills and trust agreements, the forms and procedures of estate administration, estate taxation, the appointment and powers of fiduciaries, probate procedures, and fiduciary accountability; the concepts of estate planning and the collection of data required for appropriate estate administration and planning will be covered.				
Prerequisite: None				
LEG 205—Evidence	3	0	0	3
A study and analysis of the theory and rules governing the presentation of evidence in criminal and civil trials, including the function of the attorney, judge, and jury, the concepts of relevancy, judicial notice, character evidence, presumption and inference, competency, hearsay and the exceptions to its exclusion. The best evidence rule, impeachment and rehabilitation of witnesses, real and demonstrative evidence, expert and opinion evidence, and privileged communications will also be studied.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
LEG 211—Law Office Management	3	2	0	4
A study of the objectives of law office management, the development and use of systems in the various types of law practice and the principles of efficient organization. Emphasis will be on: office machine utilization (including computers), filing and indexing systems, case-load monitoring systems, timekeeping and bookkeeping systems, and accounting methods; selecting and supervising office personnel, the maintenance of ethical standards and professional responsibility; and the importance of developing appropriate client relationships and goodwill.				
Prerequisite: None				
LEG 215—Civil Wrongs	5	0	0	5
A study of the basic principles of tort and insurance law, including: intentional torts, negligence, Causation concepts, proximate cause, strict liability, products liability, employer's liability, workmen's compensation, nuisance, misrepresentation, fraud, defamation, wrongful death, malpractice, defenses to liability, tort immunity, damages, liability insurance, and casualty insurance. Emphasis will be on the usage forms, the drafting of pleadings, and the procedures in tort and insurance claims.				
Prerequisite: None				
LEG 225—Civil Procedure and Litigation	5	0	0	5
A study of the basic elements of civil procedure; including jurisdiction, venue, rules of pleading and the requirements of forms used in pleadings, discovery, pre-trial proceedings, procedural aspects of the trial, and post trial proceedings. Emphasis will be on the North Carolina and Federal Rules of Civil Procedure. The course will also cover preparation of a case for trial; including file preparation, assembling court exhibits, drafting pleadings, and discovery techniques.				
Prerequisite: None				
LEG 245—Paralegal Internship	0	10	0	1
This course is designed to provide the student with an opportunity to observe and gain practical experience under the supervision of a lawyer, legal assistant, or other law office personnel. The student will meet with the instructor in periodic seminars to discuss and evaluate the progress in the practical experience as it relates to the philosophical and theoretical aspects of providing legal services.				
Prerequisites: Permission of the instructor and completion of 45 quarter hours in the Criminal Justice/Paralegal Technology program including CJC 101, CJC 115, CJC 225, LEG 111, and LEG 225.				

MATHEMATICS (DEVELOPMENTAL)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 71—Basic Math Skills I	5	0	0	(5)
This lecture oriented math course emphasizes the basic skills of reading, adding, subtracting, multiplying, and dividing whole numbers, fractions, and measurement with appropriate practical applications.				
Prerequisite: None				
MAT 72—Basic Math Skills II	5	0	0	(5)
A continuation and extension of the concepts covered in MAT 71. This additional quarter of study allows more time for the practice and understanding of these concepts. Some approaches are repeated while different attacks are incorporated to insure that the student will gain the speed and skill necessary to become proficient.				
Prerequisite: MAT 71				
MAT 73—Basic Math Skills III	5	0	0	(5)
A continuation of MAT 71. This lecture oriented course stresses the fundamental skills relating to decimals, ratio and proportion, percents, metric measurements, and their application for personal and business use.				
Prerequisite: MAT 71				
MAT 81—Mathematics I	5	0	0	(5)
This course stresses the development of skills in reading numerals and decimals; round whole numbers and decimals; prime and composite numbers; addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numbers, and decimals; practical applications to business problems.				
Prerequisite: None				
MAT 82—Mathematics II	5	0	0	(5)
A continuation of MAT 81 stressing the development of skills relating to percent, fractions, and decimals including appropriate applications to business. The English and metric systems of measurement are also studied.				
Prerequisite: MAT 81				
MAT 83—Mathematics III	5	0	0	(5)
A continuation of MAT 82 stressing practical applications of mathematics to payrolls, simple and compound interest, price marking, discounts, taxes, installment buying, and other consumer problems.				
Prerequisite: MAT 82				
MAT 98—Beginning Algebra I	5	0	0	(5)
This course is the first of a three quarter study of beginning and intermediate algebra. Topics include the fundamental operations of real numbers, first degree equations and inequalities, word problems, exponents, operations on polynomials, factoring polynomials, solving quadratic equations by factoring, and an introduction to rational expressions.				
Prerequisite: None				
MAT 99—Beginning Algebra II	5	0	0	(5)
This course is the second of a three quarter study of beginning and intermediate algebra. Topics include rational expressions, linear equations and inequalities, exponents, radicals, complex numbers, nonlinear equations and inequalities, and graphing linear equations and inequalities in two variables.				
Prerequisite: MAT 98 or permission from instructor				

MATHEMATICS

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 105—Math for Nurses	1	0	0	1
The purpose of MAT 105 is to provide the nursing student with a systematic review of mathematics and a simplified method of calculating drug dosage. Prerequisite: NUR 101, 102 Corequisite: NUR 103				
MAT 107—Business Computer Programming Mathematics	5	0	0	5
This course offers a comprehensive study of place-value, number bases, scientific and floating-point notation, multi-variable linear systems, determinants, Cramer's rule, matrix theory and applications to linear systems; sequences and series, introduction to logic and Boolean algebra, algorithms and iterative techniques. Prerequisite: MAT 160				
MAT 110—Business Mathematics	5	0	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, installment buying, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: MAT 83 or equivalent score of placement test				
MAT 121—Introduction to Technical Mathematics	5	0	0	5
This course offers a brief review of number systems; operations with real numbers; equations; polynomials; factoring; graphing; linear equations; systems of equations and square roots. Designed for the student who has little previous background in algebra. Calculators may be used. Prerequisite: One (1) year high school algebra or permission of instructor				
MAT 122—Technical Mathematics I	5	0	0	5
This course offers an introduction to the trigonometric ratios and their application to solving right and oblique triangles. Other topics include vectors, trigonometric graphs, exponents and radicals, complex numbers, and exponential and logarithmic functions and equations. Prerequisite: MAT 121 or permission of instructor				
MAT 123—Technical Mathematics II	5	0	0	5
This course is a continuation of MAT 122. Topics include nonlinear systems of equations, equations of higher degree, determinants and matrices, inequalities, sequences and series, basic trigonometric identities, and analytic geometry. Prerequisite: MAT 122				
MAT 124—Technical Mathematics III	5	0	0	5
This course is a continuation of MAT 123. Topics include the derivative and its applications, integration, applications of integrations, differentiation of transcendental functions, methods of integration, series expansions, and differential equations. Prerequisite: MAT 123				
MAT 151—Contemporary College Mathematics I	5	0	0	5
This course is designed to introduce to the general or liberal arts student broad areas of mathematics which have contributed to civilization and which may be utilized by him in his endeavors. Major topics include an introduction to sets, logic, probability, statistics, the metric system, algebra and computers. Prerequisite: One unit of high school algebra or MAT 99				
MAT 152—Contemporary College Mathematics II	5	0	0	5
This course is a continuation of MAT 151. Major topics include an introduction to permutations, combinations, abstract mathematical systems, numeration systems, the real number system, analytic geometry, plane geometry, and consumer mathematics. Prerequisite: MAT 151				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 160—Intermediate Algebra	5	0	0	5
This course is the third of a three quarter study of beginning and intermediate algebra. Topics include nonlinear equations and inequalities, graphing linear systems of equations and inequalities, logarithms, functions and related curves, sequences, series, the binomial theorem, determinants, and Cramer's rule. Prerequisite: MAT 99 or equivalent or permission from instructor				
MAT 161—College Algebra	5	0	0	5
This course offers a brief introduction to the algebra of sets, an axiomatic development of the real number system, and a rapid review of elementary algebra. Major topics include linear and non-linear inequalities, equations involving radicals, theory of equations, determinants and matrices and their applications, the binomial theorem, and the complex number system. Additional topics may include permutations and combinations, exponential functions, and logarithms. Prerequisites: Two units of high school algebra, MAT 160, or equivalent				
MAT 162—Trigonometry	5	0	0	5
This course offers an introduction to the unit circle approach to trigonometry. Topics include analytical and graphical study of the properties and applications of the trigonometric functions; the study of vectors, complex numbers, the polar coordinate system, inverse trigonometric functions, and the application of logarithms. Prerequisite: MAT 161 or equivalent				
MAT 250—Introductory Statistics	4	2	0	5
This course relates general concepts and methods in statistics with applications to contemporary life. Topics include statistical thought, descriptive statistics, elementary probability, random variables and probability distributions, problems of sampling and inference, estimation and hypothesis testing (large and small samples), p-values, confidence intervals, linear regression and correlation, normal, binomial, Poisson, chi-squared, and F distributions, and selected basic statistical techniques. Laboratory time may be used to meet the needs of the student in his interests or chosen field as time will permit. Prerequisite: MAT 161 or equivalent				
MAT 261—Calculus and Analytic Geometry I	5	0	0	5
This course is the first of a four quarter study of analytic geometry and calculus. The topics include: the analytic geometry of the line and circle; functions and graphs; the unit circle approach to trigonometry; limits and continuity including the epsilon-delta approach; the derivative of algebraic and trigonometric functions; applications of the derivative to curve sketching and to problems of maxima and minima and related rates; differentials and the applications of differentials; Rolle's Theorem; the Mean Value Theorem; an introduction to the integral; and The Fundamental Theorem of Integral Calculus. Prerequisites: MAT 161 and MAT 162 or permission of the Dean of College Transfer Education				
MAT 262—Calculus and Analytic Geometry II	5	0	0	5
This course is the second of a four quarter study of analytic geometry and calculus. The topics include: the application of integrals to area problems, volumes of solids, arc length, work, force, moments and center of mass; differentiation, integration and applications of exponential, logarithmic, hyperbolic functions and their inverses; differentiation, integration and applications of inverse trigonometric functions; techniques of integration, indeterminate forms; improper integrals, and numerical integration. Prerequisite: MAT 261 or equivalent				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 263—Calculus and Analytic Geometry III	5	0	0	5
This course is the third of a four quarter study of analytic geometry and calculus. The topics include: infinite series with tests for convergence, divergence, and conditional convergence, series of functions, differentiation and integration of series, the Taylor, Maclaurin and binomial series; the analytic geometry of the ellipse, parabola and hyperbola including translation and rotation of axes; polar coordinates and graphs including derivatives, integrals and applications; parametric equations; vectors in the plane and applications; and vectors in space, analytic geometry in space, velocity, acceleration and curvature, quadric surfaces, and cylindrical and spherical coordinates. Prerequisite: MAT 262 or equivalent				
MAT 264—Calculus and Analytic Geometry IV	5	0	0	5
This course is the fourth of a four quarter study of analytic geometry and calculus. The topics include: Functions of two or more variables, partial derivatives including approximations by differentials, maxima and minima, and directional derivatives; multiple integrals and their applications; vector calculus including Green's Theorem and Stokes' Theorem; and differential equations and their applications. Prerequisite: MAT 263 or equivalent				
MAT 265—Differential Equations	5	0	0	5
A study of first-order differential equations and their applications; linear equations of higher order; applications of second-order equations, including simple harmonic motion, damped motion, and forced motion; equations with variable coefficients, Laplace transforms, systems of linear equations and their applications. Prerequisite: MAT 264				
MAT 1101—Fundamentals of Mathematics	5	0	0	5
This course includes an analysis of basic operations: addition, subtraction, multiplication, and division; a study of whole numbers, fractions, decimals, and percentages. Each MAT 1101 course is catered to a select discipline, with special emphasis on the needs of the students in that curriculum. Special topics may be covered with application to a select subject area. Application for some curriculum may include an introduction to algebra and formulas used in trades. Prerequisite: Satisfactory scores on placement tests				
MAT 1102—Applied Mathematics	5	0	0	5
A continuation of MAT 1101. This course emphasizes basic algebra and geometry. Topics include introduction to algebraic expressions, polynomials, solving equations and their application, fundamental geometric properties and definitions, plane and solid figures, construction of lines, angles, and plane figures including area and volume. Geometric principles are applied to shop operation. Prerequisite: MAT 1101, for machinists students only				
MAT 1115—Electrical Mathematics I	5	0	0	5
This course analyzes basic concepts and arithmetic operations for rational and real numbers, with emphasis on skills in solving electrical circuits and electronics problems. Basic mathematical manipulations are studied as they relate to Ohm's Law and other electrical formulas. Other topics include powers of ten, scientific notation, roots, tables and their interpretation, basic trigonometric functions, and logarithms. Prerequisite: Satisfactory scores on placement tests				
MAT 1116—Electrical Mathematics II	5	0	0	5
This course is a continuation of MAT 1115. Topics include basic algebra as applied to electrical theories, plane vectors, alternating current, and additional study in basic operations. Prerequisite: MAT 1115				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MAT 1122—Machinists Mathematics I	3	0	0	3

This course is designed to acquaint the machinist with the mathematical tool most useful to the trade. The area of Metric Measurement, Ratio and Porportions, Basic Trigonometry and Fundamental Geometry are utilized in the application of practical machine trade problems.
Prerequisites: MAT 1102

MAT 1123—Machinists Mathematics II	3	0	0	3
-------------------------------------------	----------	----------	----------	----------

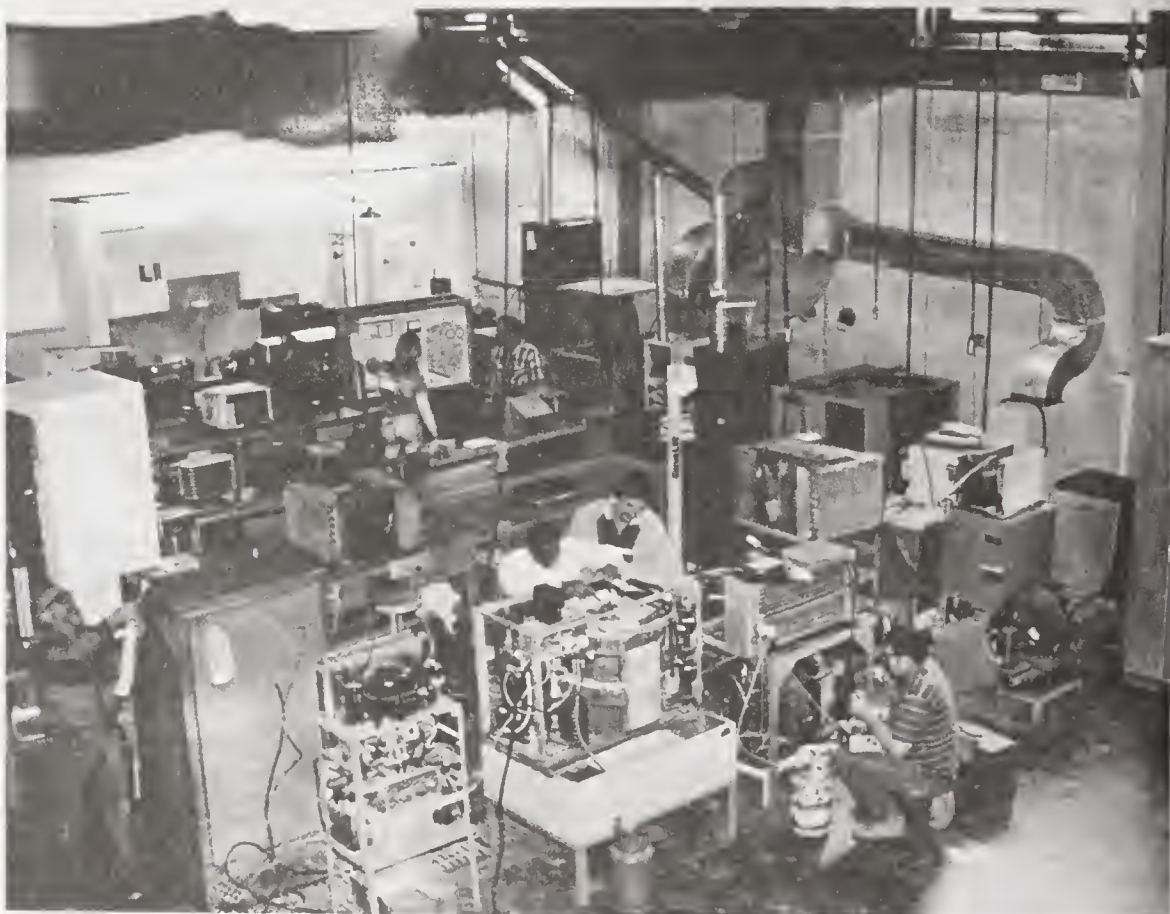
This is the second of two mathematic courses designed to acquaint the machinist with the mathematical tools most useful to the trade. The course will enhance the topics of the first course. The content herein will also cover the topics of indexing Helix angles, angle measuring of various types, cutting speeds plus some time in numerical control familiarization.
Prerequisite: MAT 1122

MACHINIST

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MEC 1101—Machine Shop Theory & Practice	3	0	15	8
An introduction to the metalworking trade as it relates to machining operations. The student will be oriented to the machine shop, safety, basic hand tools, and shop measuring instruments. Operations on engine lathes, drilling machines, metal cutting saws, milling machines, and bench grinders will also be covered. Prerequisite: None				
MEC 1101A—Machine Shop Theory and Practice	2	0	4	3
To instruct individuals that have had no formal training in the operation and proper use of standard basic machine tools. This would encompass safety, hand tool grinding, the operation of the drill press, lathe, milling machine and precision grinders. To additionally give upgrading information to anyone desiring to expand his or her knowledge in the use of a specific standard machine tool or tools. Prerequisite: None				
MEC 1101B—Machine Shop Theory and Practice	1	0	3	2
A continuation of 1101A expanding on what has been learned on the lathes and extending into vertical and horizontal milling machines. Safety and normal procedures will be stressed. Prerequisite: MEC 1101A				
MEC 1101C—Machine Shop Theory and Practice	0	0	8	3
A continuation of 1101B expanding on what has been learned on the lathes and extending into vertical and horizontal milling machines, precision grinding and cutter grinding, safety and normal procedures will be stressed. Prerequisite: MEC 1101B				
MEC 1102—Machine Shop Theory and Practice	3	0	12	7
An introduction to the assembly of parts, fits, hand broachs, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continued instruction in the use of precision measuring tools, selection of speeds and feeds, reciprocating and continuous band cut-off saws, contour band saws, lathes, power drills, and milling machines. Prerequisite: MEC 1101				
MEC 1102A—Machine Shop Theory and Practice	2	0	3	3
A more detailed study and practice in the use of mills, grinders, and CNC equipment. Cutter geometry, cutter grinding and precision inspection will be practiced. Prerequisite: MEC 1101C				
MEC 1102B—Machine Shop Theory and Practice	1	0	3	2
A continuation into more detailed operations and practices concerning all standard machine tools. Cutter grinding and CNC milling will be practiced also. Prerequisite: MEC 1102A				
MEC 1102C—Machine Shop Theory and Practice	0	0	6	2
Continuing detailed operations on all standard machine tools. Dividing attachments and cutter geometry will be stressed. Prerequisite: MEC 1102B				
MEC 1103—Machine Shop Theory and Practice	3	0	15	8
Additional instruction and practice in the use of precision measuring tools, milling machines, and surface grinders. Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tails, cutting tools, and coolants. Instruction and practice in the use of power feed drills and abrasive saws. Prerequisite: MEC 1102				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MEC 1103A—Machine Shop Theory and Practice	3	0	3	4
A continuation of MEC 1102C to refine the abilities of the learner in the use of all machine tools including abrasive machining and CNC milling.				
Prerequisite: MEC 1102C				
MEC 1103B—Machine Shop Theory and Practice	0	0	6	2
A continuation of previously learned skills always getting more involved in the technical aspects and procedures to better enable the learner to operate all basic machine tools efficiently.				
Prerequisite: MEC 1103A				
MEC 1103C—Machine Shop Theory and Practice	0	0	6	2
Delving ever deeper into the techniques and quirks of various machine tools such as CNC and NC machinery and programming. Setups and safety will be stressed.				
Prerequisite: MEC 1103B				
MEC 1104—Machine Shop Theory and Practice	3	0	12	7
The student will work to required tolerances setting up and operating machine tools. An introduction to turret lathes, advanced milling machine operations, special machining operations, and special machines. Also covered will be grinding specific surfaces using hand, surface and cylindrical grinders, and lapping and honing parts to specified tolerances.				
Prerequisite: MEC 1103				
MEC 1112—Machine Shop Practice	1	0	3	2
To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.				
Prerequisite: None				
MEC 1118—Introduction to Metals	3	2	0	4
This course is designed to familiarize the student with the different properties of ferrous and non-ferrous metals. It provides a background for understanding the physical changes and chemical metallurgy of producing metals. Explains the material designation system, classifications of steels, trade names and cross reference information for comparable materials. Common shop terms used in treatment of metals will be explained.				
Prerequisite: None				
MEC 1119—Applied Metallurgy	2	0	3	3
Covers practical metallurgy theory and practice in the treatment of ferrous and non-ferrous metals. Actual practice of heat treatment will be performed on sample materials with emphasis on low and high carbon steels. Relationships between part design and heat treatment will be applied. Testing equipment for verification of correct treatment will be used.				
Prerequisite: MEC 1118				
MEC 1120—Introduction to CNC Machining	2	0	3	3
To introduce the learner in the history, setup, operation and programming of numerical and computer numerical controlled machine tools. Concepts, capabilities and applications of CNC are to be explored. Operator controls and indicators, operations in setup, M.D.I., and automatic operation modes. Tool holders and changers will be discussed. Different machine cycles such as: Looping, drill cycles, boring, milling, pocket milling etc. will be shown. Safety and machine protection will be stressed at all times.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MEC 1133—Electrical and Mechanical Maintenance	3	0	6	5
To acquaint the student with the basic fundamentals of installation, maintenance and repair of machines. Miscellaneous electrical, mechanical, hydraulic, pneumatic and lubrication devices are installed and maintained. Methods of rigging and machine installation including location, leveling and fastening are covered. The use of precision line distances is stressed for pre-start inspection. Prerequisites: DFT 1104, DFT 1113				
MEC 1139—Basic Hydraulics and Pneumatics	2	0	3	3
The basic theories and uses of hydraulic and pneumatic systems, and also, the combination of systems. Basic designs and functions of circuit and motors, controls, electro-hydraulic servo-mechanisms, filtration, accumulators and reservoirs. Installation and maintenance of the components will be made by the students. Prerequisite: None				
MEC 1141—Sheet Metal Fabrication	0	0	6	2
Many forms of ducts and pipe intersections formed, transitions, elbow construction, and other sheet metal projects. Shop procedures learned and all sheet metal equipment such as rolls, breaks, shears, stakes, formers utilized. The student becomes proficient in the use of hand tools and operations such as seaming, crimping, riveting, soldering, and measuring. Prerequisite: DFT 118				



MEDICAL LABORATORY TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
MLT 100—Orientation to Medical Technology	2	0	0	2
An introduction to the field of medical technology. This course will introduce persons who have a basic interest in medical technology to various aspects of applied laboratory medicine. The course will present laboratory organization, career opportunities, related fields, fundamental laboratory procedures, and professional education and training of those who work in the clinical laboratory.				
Prerequisite: Admission to MLT Program or permission of instructor				
MLT 101—Introduction to the Clinical Laboratory	3	2	0	4
Fundamental concepts and techniques of the clinical laboratory; basic skills in blood collecting techniques, quality control measurements; identification, care and use of laboratory equipment; study of personal relations between technician and patient, doctors, nurses.				
Prerequisite: MLT 100				
MLT 102—Hematology I	5	0	6	7
Study of the formation and morphology of the cellular elements of the blood; blood counts and staining techniques. A review of the urinary system and study of the physical, chemical and microscopic elements of the urine.				
Prerequisite: MLT 101				
MLT 104—Principles of Organic & Biochemistry	3	0	3	4
Introduction to the fundamental principles of organic chemistry and of biochemistry. Emphasis is placed on structure and nomenclature of organic compounds, carbohydrate, lipid, protein, and nucleic acid chemistry. Basic enzyme, hormone, and vitamin structure and function will be introduced.				
Prerequisites: CHE 161, 162 and MLT 101				
MLT 201—Hematology II	3	0	6	5
Emphasis is on the abnormalities of the blood cells in hematological disorders; discussion of various anemias and leukemias; concepts of the coagulation mechanism and causes and identification of hemorrhagic diseases.				
Prerequisite: MLT 102				
MLT 202—Clinical Chemistry I	6	0	6	4
Study of the quantitative analysis of the chemical components of blood serum, plasma, and other body fluids and their variations in health and disease; study of gravimetric, titrimetric, colormetric, spectrophotometric; and automated procedures.				
Prerequisites: MLT 101, 104 and CHE 161, 162				
MLT 204—Clinical Chemistry II	3	4	0	5
Continuation of the study of the quantitative analysis of the chemical components of blood serum, plasma, and other body fluids and their variation in health and disease.				
Prerequisite: MLT 202				
MLT 207—Clinical Microbiology I	5	0	6	7
Study of the history, classification and morphology of bacteria; introduction to study and identification of the pathogenic bacteria; study of aerobes and anaerobes. Basic concepts of the antigen-antibody reaction: immunological techniques used in serodiagnostic testing include precipitation, agglutination, flocculation, and complement fixation procedures.				
Prerequisite: MLT 100				
MLT 208—Clinical Microbiology II	3	2	0	4
Study of the history, classification and morphology of parasites, fungi and yeasts, and viruses and study of their pathogenesis in man.				
Prerequisite: MLT 207				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
MLT 210—Immunohematology	2	0	3	3
An introduction to blood banking; blood groups and types, compatibility testing and processing of blood for transfusions. Prerequisite: MLT 207				
MLT 212—Preclinical Seminar	3	0	0	3
This course is designed to assist the MLT student in adjusting to the professional responsibilities that will be faced in the Clinical Practice courses (MLT 218, 220, 222) and as a certified MLT. Areas covered include CPR, communication skills, employment skills, review of basic phlebotomy, and Clinical Practice policies. Prerequisites: Satisfactory completion of all first through fourth quarter courses in the MLT curriculum				
MLT 218—Clinical Practice	0	0	39	13
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor. Prerequisites: MLT courses MLT 100 thru MLT 210				
MLT 220—Clinical Practice	0	0	39	13
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor. Prerequisite: MLT 218				
MLT 222—Clinical Practice	0	0	36	6
Clinical practice performed in clinical hospital laboratory setting. Work performed is under direct supervision of laboratory supervisor. Prerequisite: MLT 220				

MUSIC (FINE ARTS)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MUS 153—Beginning Music Skills	5	0	0	5
A general survey of the basic materials of music, including notation, listening experiences, sight-singing, keyboard and related activities. The course is designed for general students who wish to increase their knowledge of music and for music students who wish to prepare for MUS 171—Musicianship I. Prerequisite: None				
MUS 158—Community Chorus	0	3	0	1
An evening chorus open to both traditional and non-traditional students, specializing in the performance of large-scale choral works from all periods of the literature. The course may be repeated two times for additional credit. Prerequisite: None				
MUS 159—CCCC Chorus	0	3	0	1
The performance of choral works from popular and classical sources with an emphasis on improving the student's ability to read and sing music. This course may be taken three times for credit. Prerequisite: None				
MUS 161—Music Appreciation	5	0	0	5
Introduction to the basic materials of music and the utilization of these materials in the understanding and enjoyment of music of different styles and periods. Emphasizes development of aural awareness. Prerequisite: None				
MUS 162—Class Instruction in Voice	0	2	0	1
A study of the fundamentals of vocal production taught through vocal exercises and some vocal literature. Emphasis on singing. Prerequisite: None				
MUS 163—Class Instruction in Voice	0	2	0	1
A continuation of MUS 162. Prerequisite: MUS 162 or permission of instructor				
MUS 165—Survey of Music to 1750	5	0	0	5
A survey course for the general student tracing European music from its origins through the works of Bach and Handel. Need not be taken in sequence. Prerequisite: None				
MUS 166—Survey of Music, 1750-1980	5	0	0	5
A survey course for the general student tracing Western music from the works of Mozart, Haydn, and Beethoven to the present. Need not be taken in sequence. Prerequisite: None				
MUS 170—Chamber Music Workshop	0	3	0	1
To be offered on demand to students with special performance interests. Examples of activities which can occur under this heading are the production of a musical, madrigal singers, chamber opera, recorder ensemble, brass quintet, woodwind quintet, string ensemble, jazz combo, stage band, and other similar groups. The course may be repeated two times. Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
MUS 171—Musicianship I	3	2	0	4
An elementary course in music theory and the principles underlying all music, including music terminology, notation, harmony, melody, and rhythm. Development of sight-singing and keyboard skills, beginning with thorough training in scales, intervals, and rhythmic patterns. Required for Pre-Music students. Prerequisite: None				
MUS 172—Musicianship II	3	2	0	4
A continuation of MUS 171, including the writing of music in various styles and harmonic studies through simple modulation. Required for Pre-Music students. Prerequisite: MUS 171 or permission of instructor				
MUS 173—Musicianship III	3	2	0	4
A continuation of MUS 172, up to and including the study of impressionism and other twentieth-century devices that expanded traditional music-theory concepts. Required for Pre-Music students. Prerequisite: MUS 172 or permission of instructor				
MUS 174—Songwriting/Composition	0	2	0	1
A study of elementary forms and traditional approaches to the organization of melody, rhythm, harmony, timbre, etc. Students will be expected to create and write out musical examples. Prerequisite: Permission of instructor				
MUS 251—Music in America	5	0	0	5
A survey of music and the people involved in the musical practices in America from colonial times to the present. Emphasis is placed on those inherent qualities which have permeated this country's serious and popular music over the past three centuries. No musical background necessary. Prerequisite: None				
MUS 252—History of Jazz	5	0	0	5
A study of the major elements of jazz concentrating on its culture and historical evaluation; techniques, styles and performers are also emphasized. Illustrated by musical examples through recording and other audiovisual devices. No previous knowledge of music required. Prerequisite: None				
MUS 253—Music of the Theatre	5	0	0	5
A survey of music literature for the general student. Selected works from the field of opera, vocal music and Broadway plays. Emphasis on style and authentic performance practices. Prerequisite: None				
MUS 258—Community Chorus	0	3	0	1
A continuation of MUS 158. The course may be repeated two times. Prerequisite: MUS 158 or permission of instructor				
MUS 259—CCCC Chorus	0	3	0	1
A continuation of MUS 159. The performance of choral works from popular and classical sources. This course may be taken three times for credit. Prerequisite: MUS 159 or permission of instructor				

NURSE EDUCATION

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
NUR 100—Nursing Transition	4	0	9	7
A course designed to enable the licensed practical nurse to demonstrate proficiency in nursing suitable for awarding of advanced standing in the Associate Degree Nursing Program. Areas of content include the role and scope of practice of the registered nurse, nursing process and care planning, as well as care of the elderly, and clients with alteration in hormonal balance, cell growth, cerebral and peripheral vascular systems, and gastrointestinal and genitourinary function.				
Prerequisite: Successful completion of Nursing Mobility Profile I				
NUR 101—Fundamentals of Nursing	6	0	9	9
A sequence of planned learning experiences designed to develop the basic knowledge, understanding, and skills of nursing care. Directed toward aiding the development of skill in human relationships; imparting knowledge of the importance of physical, chemical, and bacteriological hazards in the environment of the individual; learning to observe, identify, report, and record significant information accurately and objectively; developing skill in the problem-solving process; and knowing the philosophy, objectives, and purpose of the Associate Degree Program and how it is related to other patterns in basic nursing education. This course will also serve to introduce the student to school life and study emphasizing techniques of learning, student life, academic regulations, and assist them in understanding the objectives and functions of Coastal Carolina Community College as it relates to the State, the community and the student.				
Prerequisite: Admission to ADN Program				
NUR 102—Nutrition	3	0	0	3
This course presents a study of basic facts from the field of nutrition with emphasis on application to the planning of balanced diets to meet the needs of individuals in various life stages and in altered states of body structure and/or function. The responsibilities of health workers in promoting good nutrition is stressed.				
Prerequisite: Admission to ADN Program				
NUR 103—Introduction to Nursing of Adults in Health and Illness	5	0	12	9
The course is designed to assist the student to use the beginning concepts and basic principles of nursing care. The student is introduced to the nature of nursing and her role in the care of patients. The problem solving process guides her in making judgements and administering nursing care. Beginning concepts of communication skills, community health, aseptic and sterile technique, pharmacology, safety, body mechanics and body processes with common interruptions of function are threaded through the course. Selected therapeutic measures are taught and the development of beginning skills in the area is expected.				
Prerequisites: NUR 101, NUR 102, BIO 171, PSY 251				
NUR 104—Nursing of Adults in Health and Illness I	6	0	12	10
This course is designed to assist the student to apply the nursing process to patients requiring assistance in adapting to stressors of cerebral and peripheral vascular, gastrointestinal and genito-urinary dysfunctions. The physical, social and psychological development of the elderly client is studied from a nursing approach. Concepts of rehabilitative nursing are introduced. Refinement of skills in the performance of therapeutic measures and basic nursing procedures already learned will be expected.				
Prerequisites: NUR 103, BIO 172, PSY 252				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
NUR 105—Behavioral Disorders	10	0	18	8
A study and application of concepts of mental health/illness in working with the psychologically impaired client. This course is designed to allow the learner to observe the behavior of and to interact with patients in a psychiatric hospital setting so as to increase the student's communication skills and understanding of human behavior. The role of the nurse in community mental health nursing is introduced.				
Prerequisites: NUR 104, PSY 253, SPH 151				
NUR 206—Maternal and Child Care	6	0	15	11
Deals with the physiological, psychological, emotional, social, and spiritual factors involved in the care of mothers, infants, and children. The family unit serves as the framework for the study of nursing care of mothers during the childbearing process and of infants and children. Emphasis is on normal growth and development from infancy through adolescence and the developmental tasks needed for childbearing, as well as, nursing intrapartal, periods and of the child from wellness to altered states of health. Common complications and concurrent illnesses of the childbearing process are presented. Common childhood diseases and congenital defects are also presented in relationship to growth and development.				
Prerequisite: NUR 105				
NUR 207—Nursing of Adults in Health and Illness II	6	0	15	11
Continues the learning experiences involving patients with advanced nursing problems in all age groups primarily with disorders of the blood, musculoskeletal, cardiovascular and pulmonary systems and the eye and ear. Patient teaching, pharmacology, diagnostic methods, medical-surgical management and psychological responses to the various disorders are integrated.				
Prerequisites: NUR 206, SOC 151, ENG 155				
NUR 208—Nursing of Adults in Health and Illness III	6	0	18	12
Continues the learning experience involving patients with advanced nursing problems in all age groups with disorders of the neurological, immune and integumentary systems. Disorders of the cardiovascular and pulmonary systems are expended to include nursing problems in the critical care areas. Disaster and emergency nursing is also discussed. Clinical experiences during this quarter expose the student to the critical care area of the general hospital and provide leadership application of principles covered in Nursing Seminar.				
Prerequisites: NUR 207, ENG 156				
NUR 209—Nursing Seminar	2	0	0	2
Introduces the student to leadership styles and skills. Approaches to patient care are discussed. Presents aspects of the legal ramifications of nursing, nursing education and nursing as a profession. Discusses current trends and issues in nursing. This course is designed to assist the nursing student in adjusting to the professional responsibilities of the registered nurse.				
Prerequisites: NUR 207, ENG 156				
NUR 1001—Fundamentals of Nursing	9	0	9	12
Introduces the basic principles and practices essential for the provision of safe nursing care. Concepts of health care including performance of basic nursing skills, management of the environment, communication skills, and mental health concepts are addressed. The historical development of the role of the practical nurse with emphasis on ethico-legal responsibilities is presented.				
Prerequisite: Admission requirements				
Corequisites: NUR 1002, 1003				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
NUR 1002—Anatomy and Physiology	6	0	0	6
A study of the structure and functions of the human body through a body systems approach. Principles of microbiology and chemistry are integrated as they relate to physiology.				
Prerequisite: Admission requirements				
Corequisites: NUR 1001, 1003				
NUR 1003—Nutrition and Diet Therapy	3	0	0	3
A study of basic nutrition to include the processes of ingestion, digestion, absorption and metabolism. Required nutrient intake throughout the life cycle and dietary intervention for alterations in body processes are addressed.				
Prerequisite: Admission requirements				
Corequisites: NUR 1001, 1002				
NUR 1005—Medical Surgical Nursing I	10	0	0	10
Introduces health problems of adults requiring medical or surgical intervention. The use of the nursing process to plan nursing care to meet biopsychosocial needs is presented. Clinical experiences caring for clients with symptoms common to illness and surgical intervention, cancer, allergic conditions, skin disorders, gerontological conditions, and respiratory and cardiovascular disorders are assigned to correlate theory learned with actual practice.				
Prerequisites: Satisfactory completion of all first quarter courses				
Corequisites: NUR 1007, 1008				
NUR 1006—Pediatrics Nursing	5	0	0	5
The unique aspects of child care as influenced by the principles of growth and development from infancy through adolescence are studied. Using the nursing process, the student learns knowledge and skills to meet the needs of selected clients with disorders and problems as they relate to various age groups. The effects of hospitalization on the child and parents are also presented.				
Prerequisites: Satisfactory completion of all first and second quarter courses				
Corequisite: NUR 1011				
NUR 1007—Medical Surgical Nursing I Practicum	0	0	15	5
Provides clinical experience in the care of adult medical surgical clients. The learner identifies basic needs, observes the client, and organizes and implements nursing care. Emphasis is placed on developing competency in performance of entry level practice skills.				
Prerequisites: Satisfactory completion of all first quarter courses				
Corequisites: NUR 1005, 1008				
NUR 1008—Pharmacology and Drug Therapy I	3	0	0	3
Presents the laws governing drug standards and dispensing of medications. Introduces the principles and basic skills of medication preparation and administration. Includes dosage computation.				
Prerequisites: Satisfactory completion of all first quarter courses				
Corequisites: NUR 1005, 1007				
NUR 1010—Obstetrics Nursing	5	0	0	5
Introduces the student to basic concepts of maternity nursing. A study of nursing care problems is presented during the normal, and complicated child-bearing cycle, with emphasis on the normal maternity cycle. From a holistic approach, the student obtains knowledge and skills to meet the nursing needs of the maternity client and the family unity by using the nursing process.				
Prerequisite: Satisfactory completion of Winter quarter				
Corequisite: NUR 1011				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
NUR 1011—Pediatrics and Obstetrics Nursing Practicum	0	0	15	5
Provides opportunities for supervised clinical experiences with selected clients to acquire knowledge and skills in the nursing care of the childbearing family throughout the maternity cycle and the child from newborn through adolescence. Utilization of the nursing process, development of competency in nursing skills performance and development of nursing care plans continues to be emphasized.				
Prerequisites: Satisfactory completion of all first and second quarter courses				
Corequisites: NUR 1006, 1010				
NUR 1012—Pharmacology and Drug Therapy II	2	0	0	2
Continues the learning experience pertinent to medication administration. Major classification of drugs are presented with emphasis on drug action, therapeutic uses, dosage, route of administration and nursing implication.				
Prerequisites: Satisfactory completion of all third quarter courses				
Corequisites: NUR 1013, 1014, 1015				
NUR 1013—Nursing Seminar	2	0	0	2
Provides the learner with information to facilitate the transition from student to graduate. Emphasis is placed on current issues and trends faced by today's Licensed Practical Nurses.				
Prerequisites: Satisfactory completion of all third quarter courses				
Corequisites: NUR 1012, 1014				
NUR 1014—Medical Surgical Nursing II	9	0	0	9
Continues the learning experiences involving health problems of adults requiring medical or surgical intervention. The use of the nursing process to provide nursing care to meet biopsychosocial needs is presented. Clinical experience caring for clients with diseases and disorders of the nervous system and sensory organs, the musculoskeletal, endocrine, and genitourinary system, and the gastrointestinal system and accessory organs are assigned to correlate theory learned with actual practice.				
Prerequisites: Satisfactory completion of all third quarter courses				
Corequisites: NUR 1012, 1015				
NUR 1015—Medical Surgical Nursing II Practicum	0	0	18	6
Provides clinical experience in the care of adult medical surgical clients having more complex alterations in homeostasis. Skill in oral and intramuscular medication administration is developed by passing medication to selected clients.				
Prerequisites: Completion of all third quarter courses				
Corequisites: NUR 1012, 1014				
NUR 3023—Nursing Assistant I	2	2	6	5
Presents knowledge and skills in basic nursing care and procedures. Introduces anatomy and physiology. Effective interpersonal relationships and the moral, legal, and ethical responsibilities of the Nurses' Assistant are included. Attention is focused on the role of the Nurses' Assistant on the Nursing Team in caring for selected patients. Nursing care and procedures are practiced in the lab and clinical setting with direct supervision.				
Prerequisite: Admission requirements				
Corequisite: NUR 3025				
NUR 3024—Nursing Assistant II	3	4	9	8
Prepares graduates to provide more complex nursing skills. Emphasis is on principles of sterile technique; elimination procedures including urinary catheterizations and care of established ostomies; upper airway suctioning; tracheostomy care; oxygen therapy, intravenous site care, and enteral nutrition. Nursing care and procedures are practiced in the lab and clinical setting with direct supervision.				
Prerequisite: Satisfactory completion of NUR 3023				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
NUR 3025—Home Care	2	4	0	4
Prepares graduates to provide health and personal care for infants, children, adolescents, and adults including the elderly, in home care. Emphasis is on nutrition and meal preparation, medication management, safety, and home management.				
Prerequisite: Admission requirements				
Corequisite: NUR 3023				



PHYSICAL EDUCATION

The following are co-educational "service" courses in which history, fundamental skills, rules of play, and recreational aspects will be presented. The following courses only shall fulfill the graduation requirements of three (3) quarter hour credits. (See Physical Education Requirements.)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PED 151—Physical Conditioning and Wellness I	2	0	0	1
Provides the knowledge and the optimal development of physical fitness concepts as it relates to a wellness lifestyle. Emphasis is on the assessment and improvement of the individual's fitness, and to convey health and fitness knowledge. Systems of fitness and wellness are discussed with activity emphasis on calisthenics and jogging.				
Prerequisite: None				
PED 152—Softball	2	0	0	1
This course includes a study of the rules of softball, followed by instruction and practice in the basic skills and game play situations.				
Prerequisite: None				
PED 153—Soccer	2	0	0	1
This course introduces the student to the basic skills, fundamental techniques, and strategy of soccer.				
Prerequisite: None				
PED 154—Social Dance	2	0	0	1
An introduction to social dance. This course includes a brief history of dance followed by instruction and practice in basic dance techniques. Dances to be taught include the shag, cha cha, samba, waltz, Texas two step, and line dances.				
Prerequisite: None				
PED 155—Volleyball	2	0	0	1
This course includes instruction and practice in the basic skills, strategy, and application of rules for volleyball.				
Prerequisite: None				
PED 156—Flag Football	2	0	0	1
Study of fundamental rules, and instruction and practice in the skills and strategy of flag football.				
Prerequisite: None				
PED 157—Basketball	2	0	0	1
This course introduces the student to various rules, skills, and fundamental techniques of basketball.				
Prerequisite: None				
PED 158—Archery	2	0	0	1
This course is designed to provide the student with basic techniques and knowledge on target archery.				
Prerequisite: None				
PED 159—Tennis	2	0	0	1
This course includes a brief history and study of the rules of tennis, followed by instruction and practice in the basic fundamentals of the serve, backhand and forehand. Students must provide their own tennis balls.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PED 160—Beginning Swimming	2	0	0	1
Beginning swimming is a basic course designed for the non-swimmer. It includes basic skills such as floating, crawl stroke, elementary back stroke, and drown proofing. Fee charged.				
Prerequisite: Must be a non-swimmer				
PED 161—Physical Conditioning by Circuit Training	2	0	0	1
A second course in physical conditioning designed to provide the student with advanced participation in physical conditioning and circuit training, and develop a personal physical maintenance program using a prescribed set of exercises.				
Prerequisite: None				
PED 163—Bowling	2	0	0	1
A course in bowling that includes a brief history of bowling followed by instruction and practice in the basic skills of bowling. Spot method of bowling taught and spare pick-up methods emphasized. Fee charged.				
Prerequisite: None				
PED 165—Golf	2	0	0	1
A course that includes a brief history of golf, a study of rules, followed by instruction and practice in the basic and fundamental skills of the game. Students must play one eighteen-hole round of golf.				
Prerequisite: None				
PED 166—Introduction to Tumbling	2	0	0	1
An introductory course involving the development of fundamental motor skills in stunts and tumbling. Emphasis is on personal enjoyment as well as self-confidence and good body mechanics through coordination, rhythm, and balance.				
Prerequisite: None				
PED 167—Weight Training	2	0	0	1
Introduction to the proper skills in the execution of the various lifts and instructions in the health and safety factors that are related to the development of an individualized weight training program.				
Prerequisite: None				
PED 168—Racquetball	2	0	0	1
A beginning course in Racquetball covering a brief history study of the rules, basic strokes, serving, and basic strategy involved in singles and doubles play. Fee charged.				
Prerequisite: None				
PED 169—Badminton	2	0	0	1
This course includes a study of the rules of badminton and deck tennis, followed by instruction and practice in the fundamentals and strategy of both recreational sports.				
Prerequisite: None				
PED 171—Introduction to Gymnastics	2	0	0	1
A course designed to provide continuation of skill development from the beginning level to include introductory work on the apparatus and floor exercises.				
Prerequisite: PED 166 or permission of the instructor				
PED 176—Aerobic Dance	2	0	0	1
Aerobic Dance is a physical fitness program that offers complete and effective conditioning. This method includes musically oriented exercises and dance steps.				
Prerequisite: None				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
PED 177—Beginning Jazz Dance	2	0	0	1
This is a beginning level course in the study of jazz dance. The class is designed to give the student an overall view of basic jazz dance technique and a brief look at the history of jazz dance. The course will also include a look at the creative aspect of dance and choreography. Emphasis will be placed on the development of coordination, flexibility, balance, control and rhythmic awareness. Prerequisite: None				
PED 250—Principles of Physical Education**	5	0	0	5
This course is designed to give physical education major or minor an introduction to Physical Education and related areas, including the historical background, fundamental concepts, program content, training qualifications, and professional opportunities in the field. Prerequisite: None				
PED 259—Tennis II	2	0	0	1
A second course in tennis designed for students who desire to increase their knowledge of strategy and techniques. Emphasis is placed on further developing skills in the forehand, backhand, and service strokes. The lob volley and half volley strokes and the twist serve will be introduced. Prerequisite: PED 159 or permission of instructor				
PED 260—Intermediate Swimming	2	0	0	1
Intermediate swimming is a course designed for the swimmer with basic swimming skills. It includes the crawl stroke, breast stroke, back crawl, side stroke, diving, and basic safety techniques. Prerequisite: Ability to swim				
**PED 250 does not fulfill the physical education requirement for graduation.				



**PHILOSOPHY
(HUMANITIES)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PHI 251—Introduction to Philosophy An introduction to the basic problems of human thought and the analyses of fundamental issues underlying daily life. Prerequisite: None	5	0	0	5



PHYSICS

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
PHY 121—Measurements & Mechanics	3	2	0	4
Systems of measurement will be studied with conversions from one system to another. Newton's laws of motion will provide relations between quantities within a system which will be thoroughly analyzed mathematically. The concept of work and energy will then be developed as an alternate method of describing a physical system. Prerequisite: None				
PHY 122—Properties of Matter, Temperature, and Heat	3	2	0	4
The atomic theory will be studied and its predictions will be compared to what is observed on a large scale. The effect of temperature will be studied and explained on the basis of the Kinetic Theory. The idea of dynamic equilibrium will be introduced to understand phase changes and heat transfer results when systems are not in equilibrium. Prerequisite: None				
PHY 123—Thermodynamics, Waves, and Optics	3	2	0	4
The effects of heat and pressure on gases will be studied and applied to heat engines and heat pumps. A description of periodic motion in terms of simple harmonic motion will be used to analyze vibration and waves. This framework will then be used to study sound and optical phenomena. Prerequisite: None				
PHY 161—Physics: Mechanics	3	2	0	4
This course offers an introduction to the basic principles of mechanics including kinematics, dynamics, energy, orbital motion, heat, and thermodynamics. Corequisite: MAT 162				
PHY 162—Physics: Electricity and Magnetism	3	2	0	4
This course offers the basic principles of electricity and magnetism. The topics include electrostatics, magnetostatics, capacitance, current, electrical circuits, and electromagnetic induction. Prerequisite: PHY 161				
PHY 163—Physics: Light, Sound, and Modern Physics	3	2	0	4
This course offers a study of light, sound, wave motion, and modern physics, with topics drawn from such areas as relativity. Prerequisite: PHY 162				
PHY 165—General Physics I	9	6	0	6
An introduction to the basic principles of mechanics and electricity including kinematics, dynamics, energy, orbital motion, heat, thermodynamics, electrostatics, capacitance, current, and electrical circuits. Corequisite: MAT 162				
PHY 166—General Physics II	9	6	0	6
An introduction to the basic principles of magnetism, waves, optics, and modern physics including magnetostatics, electromagnetic radiation, wave propagation, special relativity, quantum mechanics, and nuclear physics. Prerequisite: PHY 165				
PHY 261—Mechanics and Waves	4	2	0	5
This course covers measurement, vector operations, Newton's laws of motion, static equilibrium, rigid body motion, work, energy, power, collisions, rotational dynamics, orbital motion, oscillatory motion, and waves. Prerequisite: MAT 261 Corequisite: MAT 262				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
PHY 262—Heat, Electricity, and Magnetism	4	2	0	5
This course covers fluid mechanics, heat, temperature, thermodynamics, electrostatics, electric field, electric potential, polarization, circuit theory, magnetism, and electromagnetic induction.				
Prerequisite: PHY 261				
Corequisite: MAT 263				
PHY 263—Electromagnetism, Optics, and Modern Physics	4	2	0	5
This course covers alternating current, Maxwell's equations, electromagnetic waves, geometric optics, physical optics, theory of relativity, nuclear and atomic physics, and quantum mechanics.				
Prerequisite: PHY 262				
Corequisite: MAT 264				
PHY 1105—Electricity and Magnetism	3	2	0	4
Principles of Electricity and Magnetism covering: static electricity, Ohm's Law, circuit theory, sources of emf, power, magnetic materials, electromagnetic induction, generators, motors, and properties of A.C. circuits.				
Prerequisite: None				
PHY 1106—Mechanics	3	2	0	4
Principles of Applied Mechanics covering: measurement, force and motion, work and energy, simple machines, and properties of matter; plus additional topics of value in the student's area of interest.				
Prerequisite: Satisfactory scores on placement test				
PHY 1111—Applied Science	3	2	0	4
An introduction to physical principles and their application in industry. Topics in this course will support the particular curriculum in which the course is offered and will be selected from the following: measurement, force, motion, work, energy, power, solids, liquids, gases, heat, thermometry, electrical principles, properties of matter, sound, and light.				
Prerequisite: None				

**POLITICAL SCIENCE
(SOCIAL SCIENCE)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
POL 150—Introduction to Political Science	5	0	0	5
An introduction to the nature, methods, and scope of political science as a discipline. An introductory survey of fundamental concepts and principles of political organization including theories and characteristics of political institutions within and among nation-states. Prerequisite: None				
POL 151—American Federal Government	5	0	0	5
The study of the origins, development, structure, and functioning of the Federal Government. Prerequisite: None				
POL 152—State and Local Government	5	0	0	5
A survey of the functions of the state and local governments and intergovernmental relationships with emphasis on the structure of North Carolina state and local governments. Prerequisite: None				
POL 165—World Politics and International Relations	5	0	0	5
An introductory course on comparative government and politics among major foreign powers with emphasis upon their relations to each other and the United States. Prerequisite: None				
POL 221—United States Government	3	0	0	3
A study of government with emphasis on basic concepts, structure, powers, procedures, and problems. Prerequisite: None				



BASIC LAW ENFORCEMENT TRAINING

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
PSC 145-Basic Law Enforcement Training (BLET)	14	0	26	25

This course contains all required studies for certification as a law enforcement officer as prescribed in the State of North Carolina basic training certification standards. An overall view of the criminal justice system, criminal law, motor vehicle law, and patrol procedures are covered. All credits are earned through successful completion of the basic law enforcement training school.

Prerequisite: Employment in, or sponsorship by a law enforcement agency. A graduate must be 20 years of age before taking the state certification exam.

**PSYCHOLOGY
(SOCIAL SCIENCE)**

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
PSY 206—Applied Psychology	3	0	0	3
Emphasizes understanding of human behavior as it is or can be applied to both the physical and social aspects of the work setting. Personal and group adjustment situations are explored. Prerequisite: None				
PSY 251—Introduction to Psychology	5	0	0	5
An overview of the science of psychology. The course introduces the definition, goals, methods, and diversity of endeavor in the study of human behavior. Basic terminology and concepts in the various areas of study are approached. Prerequisite: Sophomore standing or permission of instructor				
PSY 252—Human Growth and Development	5	0	0	5
Studies the development of the individual from prenatal existence to death. Terminology and major concepts are acquired through study of the stages and developmental tasks in terms of physical, emotional, social, and intellectual growth. Major theoretical and research contributions to the area of development are presented. Prerequisite: PSY 251 or permission of instructor				
PSY 253—Abnormal Psychology	5	0	0	5
An introduction to behavior pathology. Description, dynamics, and modification of abnormal behavior, including neuroses, psychoses, character disorders, and psychosomatic reactions are included as well as the behavior modification approach to each disorder. Prerequisite: PSY 251				
PSY 1101—Human Relations	3	0	0	3
A study of the concepts and principles of human behavior as they apply to the individual in relation to society; emphasis is on the application of these principles for productive and satisfying interaction in social and occupational situations. Prerequisite: None				



READING (DEVELOPMENTAL)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
REA 71—Basic Reading/Study Skills I	5	0	0	(5)
This course is designed for students with very limited reading skills (students scoring below 15th percentile on CGP). Emphasis is placed on basic vocabulary and reading comprehension along with survival study skills. Highly proficient students who meet the REA 71 course objectives will enroll in REA 98.				
Prerequisite: None				
REA 72—Basic Reading/Study Skills II	5	0	0	(5)
A continuation and extension of the units incorporated in REA 71. This additional quarter of study gives more time to the practice and the understanding of the REA 71 skills. Some approaches are repeated while different attacks are included for the REA 71 skills that must be mastered before going to REA 98.				
Prerequisite: REA 71				
REA 98—Essential Reading/Study Skills I	5	0	0	(5)
This course expands the student's basic reading and study skills. Emphasis is focused on word study, vocabulary development, background in the process of reading, reading for the main idea, inference, and detail along with an introduction to effective reading/study skills.				
Prerequisite: None				
REA 99—Essential Reading/Study Skills II	5	0	0	(5)
This course is a continuation of REA 98 developing language and reading comprehension skills through the study of signal words, figurative language, tone, inference, main idea, point of view, structure and organization, character traits, drawing conclusions and judgements. Enhancement of effective reading/study skills includes outlining, notetaking, summarizing and reading exams for success.				
Prerequisite: REA 98 or permission of the instructor				



READING

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
REA 151—College Reading/Study Skills	3	0	0	3

A college reading course to provide the student with a program to improve efficiency of reading performance through increase in rate, skimming and scanning skills, critical reading, and vocabulary development. Effective college study skills are emphasized throughout the course. Emphasis is also placed on reading in the content areas.
Prerequisite: Permission of the instructor and/or REA 98-99

RECREATION

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
REC 150—Canoeing	1	4	0	3
A course that gives instruction in the safe and correct handling of the canoe, in selection and care of equipment, in accessory selection, and in trip planning. Emphasis is placed on student competency planning, direction, safety, and instruction of canoeing activities. Prerequisite: Ability to swim 50 yards; remain afloat in deep water, fully clothed, for 5 minutes, or permission by the instructor.				
REC 251—Introduction to Recreational Services	5	0	0	5
Introduces the basic fundamentals of the nature, scope, and significance of organized recreational services. This course includes study of factors involved in the operation of basic recreation units, major program areas, organizational patterns, and interrelationship of special agents, and institutions which serve the recreational needs of society. Prerequisite: None				
REC 252—Outdoor Recreation, Camp Counseling, and Camping	5	0	0	5
Includes study of the history development and trends of outdoor recreation, conservation, camp counseling, and organized camping. Emphasis is on organized camping programs and the development of outdoor skills related to camping, camp counseling, camping arts and crafts skills, and an appreciation of nature's out-of-doors. Camp practicum required. Prerequisite: None				

RELIGION
(HUMANITIES)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
REL 151—Introduction to the Old Testament A study of religious thought and instruction in the Old Testament. Emphasis will be placed on the historical, literary and contemporary theological understanding of the Biblical text. Prerequisite: None	5	0	0	5
REL 152—Introduction to the New Testament A study of the life and teachings of Jesus and of the beginning of church life and thought as reflected in the New Testament. The social and cultural environment of Christianity is considered in addition to historical, theological, and literary inquiries. Prerequisite: None	5	0	0	5



PHYSICAL SCIENCE

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
SCI 91—Survey of Science	3	2	0	(4)
A general survey course designed to familiarize the student with the vocabulary and basic principles of biological and physical sciences. The team-teaching approach will be used in a laboratory setting to examine fundamental concepts in physics, chemistry, and biology needed in any study of the sciences. Lecture/Lab (5 contact hours-non credit)				
Prerequisite: None				
SCI 151—Physical Science I	3	2	0	4
A study in the evolution of man's knowledge of the universe. The scientific method is used to help explain and even predict astronomical events. The position of earth in the solar system and its relationship with the other planets will be considered. The moon and its effect on the earth will be analyzed and some of the general theory of stars will be presented.				
Prerequisite: None				
SCI 152—Physical Science II	3	2	0	4
Newton's three laws of motion and their consequences will be examined. The concept of work and energy will be introduced. The Conservation of Energy Principle will lead naturally into a study of heat and thermodynamics. Principles of Electricity and Magnetism will be developed and their use in controlling energy flow will be considered.				
Prerequisite: None				
SCI 153—Physical Science III	3	2	0	4
Atomic theory will be introduced and used to explain the order in the periodic table of the elements. The discovery of radioactivity and its use to unfold the mysteries of the nucleus will be studied. The tendency of most atoms to form molecules will lead to a discussion of chemicals and chemical changes. Properties of liquids and solutions, especially acids, bases, and salts, will be presented.				
Prerequisite: None				



SOCIOLOGY (SOCIAL SCIENCE)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
SOC 151—Introduction to Sociology	5	0	0	5
An introduction to basic sociological concepts, methods, and principles, with emphasis on culture, personality, social deviation, social groups, the family social class, social mobility, race relations, social movements, and research methods. Prerequisite: None				
SOC 152—Social Problems	5	0	0	5
An introduction to the nature of social and cultural problems in contemporary society. Specific attention will be given to the control, treatment, and prevention of problems relating to crime, divorce, prostitution, mental illness, alcoholism, drugs, sex, race, poverty, and population. Prerequisite: None				
SOC 153—Marriage and the Family	5	0	0	5
A critical and empirical approach to the study of marriage and family life as a social institution. A psychological and sociological approach to premarital and marital relationships and problems of the contemporary American family. Prerequisite: None				



SPANISH (HUMANITIES)

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
SPA 151—Elementary Spanish I	5	0	0	5
A study of the basic elements of Spanish. Fundamentals of grammar; oral and written comprehension, special emphasis on self-expression in the language. Lab work is required in addition to daily lectures.				
Prerequisite: None				
SPA 152—Elementary Spanish II	5	0	0	5
A continuation of Spanish 151. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 151 or permission of instructor				
SPA 251—Intermediate Spanish I	5	0	0	5
A sequence designed to provide a systematic review of basic skills with a major emphasis on oral and written comprehension. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 152 or permission of instructor				
SPA 252—Intermediate Spanish II	5	0	0	5
A continuation of Spanish 251. Language lab work is required in addition to daily lectures.				
Prerequisite: SPA 251 or permission of instructor				
SPA 256—Conversational Spanish	5	0	0	5
Emphasis on the systematic usage of the language orally with all course work, including tests, conducted in an oral form. (No writing required. No labs.)				
Prerequisite: SPA 152 or permission of instructor				
SPA 260—Spanish Civilization: Spain and Latin America	5	0	0	5
Cultural aspects of the Spanish-speaking nations. This course is taught in English. Not to satisfy the language requirement.				
Prerequisite: None				
SPA 265—Spanish Literature in Translation	5	0	0	5
Selected works of Spanish Literature translated into English with all class and course work conducted in English. Will partially satisfy the literature requirement in the Humanities. (See the General Education Requirements.)				
Prerequisite: None				
SPA 266—Spanish-American Literature in Translation	5	0	0	5
Selected works of Spanish-American literature translated into English with all class and course work conducted in English. Will partially satisfy the literature requirement in the Humanities. (See the General Education Requirements.)				
Prerequisite: None				
SPA 271—Advanced Spanish	5	0	0	5
Intensive language training through the use of various materials in Spanish: periodicals, literary selections, films, etc. Reading, composition, and oral communication are emphasized.				
Prerequisite: SPA 252 or permission of instructor				

**SPEECH
(HUMANITIES)**

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
SPH 151—Fundamentals of Speech	3	0	0	3
The study and practice of oral communication. Emphasis is on elementary physiology of speech, basic speech skills, speech composition, preparation, and presentation. Prerequisites: ENG 121, 151, 155 or permission of instructor				
SPH 152—Voice and Diction	5	0	0	5
A course designed to develop the voice through emphasizing correct breathing, pitch and volume control, clear articulation, and correct pronunciation. Prerequisite: None				
SPH 156—Oral Interpretation of Literature	5	0	0	5
Development of the student's oral ability to communicate various types of written material with understanding and appreciation. Involves the discussion and application of the techniques of oral reading of poetry, prose, and drama. Designed to enhance the student's appreciation of words, ideas, and beauty in all forms of literature. Prerequisite: There is no prerequisite, but SPH 152 is recommended				
SPH 161—Fundamentals of Oral Communication	5	0	0	5
Basic oral communication concepts. Applications and practice in interpersonal, small group, and audience situations. Prerequisites: ENG 121, 151, 155 or permission of the instructor				



SURGICAL TECHNOLOGY

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Clinic	
SUR 1100—Nursing Procedures	3	0	3	4
This includes transport, positioning, and skin preparation of the surgical patient, and procedures for meeting patients' basic needs through simple nursing care, observation, and reporting. Prerequisite: None				
SUR 1101—Introduction to Operating Room	3	0	3	4
This is an introductory course devoted to developing an understanding of the principles of operating room technique and to acquiring fundamental skills essential to assisting in the operating room. Instruction includes environmental and personal orientation; weights and measures; anesthesia; operating room procedures; operating room techniques; operating room personnel duties; and ethical, moral, and legal responsibilities. Prerequisite: None				
SUR 1102—Surgical Procedures I	5	0	3	6
This course includes procedures for general surgery — hernia, breast, vein ligation and stripping, gallbladder, ducts, pancreas, spleen and gastrointestinal procedures. Also obstetrical, gynecological, orthopedic, and x-ray diagnostic procedures are included. Prerequisite: None				
SUR 1103—Surgical Procedures II	5	0	3	6
This course is a continuation of SUR 1102 and includes genitourinary surgery, otorhinolaryngology, oral, plastic, thyroid and parathyroid, pediatric and geriatric surgery, treatment of burns and plastic reconstructive surgery. Prerequisite: Satisfactory completion of all first quarter courses.				
SUR 1104—Clinical Practice I	0	0	21	7
The student is given an opportunity to demonstrate in an actual clinical situation his/her ability to assist a surgeon in the procedures learned in the classroom. Prerequisite: Satisfactory completion of all first quarter courses				
SUR 1105—Clinical Practice II	0	0	24	8
A continuation of Clinical Practice I. Prerequisite: Satisfactory completion of all first and second quarter courses				
SUR 1106—Seminar I	2	0	0	2
This seminar time will be used in the study of current moral/ethic issues and trends affecting Operating Room personnel. Prerequisite: None				
SUR 1107—Seminar II	1	0	0	1
This seminar time will be used in review of experiences received in Surgical Procedures and Clinical Procedures II; and study of current moral/ethic issues and trends affecting Operating Room personnel. Job seeking skills will also be addressed with completion of a resume. Prerequisite: Satisfactory completion of all first and second quarter courses				
SUR 1108—Clinical Practice III	0	0	36	6
This is a continuation of SUR 1105. The student will be in the actual clinical situation and demonstrating his/her ability just prior to his/her graduation from the program. Prerequisite: Satisfactory completion of all first, second and third quarter courses				
SUR 1109—Surgical Procedures III	4	0	0	4
This course is a continuation of SUR 1103 and includes; thoracic, vascular, neuro, and cardiac surgery. It also includes oncology, transplantation and replantation. Prerequisite: Satisfactory completion of all first and second quarter courses				

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Clinic	Hours Credit
SUR 1110—Seminar III	4	0	0	2
This is a seminar for review of experiences received in SUR 1109; and review of the program's didactic phase.				
Prerequisite: Satisfactory completion of all first, second and third quarter courses				

WELDING

COURSE TITLE	Hours Per Week			Quarter
	Class	Lab	Shop	Hours Credit
WLD 180—Automotive Welding Principles	2	0	3	3
An introduction to oxy-acetylene and arc welding with respect to automotive repairs. Proper use of equipment and precautions needed on computerized vehicles with voltage and heat sensitive components. Lab will provide skills in cutting, welding, and finishing. Welding exhaust systems will be highlighted.				
Prerequisite: None				
WLD 1101—Basic Gas Welding	1	0	3	2
Welding practices on materials applicable to the installation or repair of body panels. Students run beads, does butt and lap welds, and brazing. Performs tests to detect strength and weakness of welded joints. Safety procedures are emphasized throughout the course.				
Prerequisite: None				
WLD 1102—Welding I, Oxyacetylene	2	0	6	4
Introduction to the history of oxyacetylene welding, the principles of welding, nomenclature of the equipment and assembly of the units. Welding procedures such as the practice of puddling and carrying the puddle, running flat beads, square groove welding and fillet welds in all position welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.				
Prerequisite: None				
WLD 1103—Welding II, ARC Welding	2	0	6	4
Introduction to the history of shielded metal arc welding. The operation of AC transformers and DC motor generator welding sets. Studies include welding heat ranges, electrode identification and use. After student is capable of running beads, butt and fillet weld he will test one each in the flat, horizontal, vertical and overhead position. Safety procedures will be emphasized throughout the period of this course.				
Prerequisite: None				
WLD 1104—Welding III, Inert Welding	2	0	6	4
Introduction and practical operations in the use of inert gas shielded arc welding. A study will be made of the equipment, operations, safety and practice in the various positions. A study also of such topics as: Principles of Operation, Shielding Gases, Wire and Filler Rods, Process Variations and Applications.				
Prerequisites: WLD 1102, 1103				
WLD 1105—Auto Body Welding	1	0	3	2
Taught in conjunction with AUT 1112, the welding skills gained in WLD 1101 are used to repair tears or cracks in sheetmetal, patch panels, or cut and replace damaged panels. Frames are also repaired using panels to reinforce weak or damaged areas.				
Prerequisite: WLD 1101				
WLD 1106—Welding V, Certification	2	0	3	3
A course to prepare the student to pass a certification in accordance with either the guidelines of the American Welding Society (AWS) or the American Society of Mechanical Engineers (ASME). All tests are subject to pass the specifications of acceptability relative to the guided bond test.				
Prerequisites: WLD 1102, 1103, 1104				
WLD 1107—Welding Problems I, Oxyacetylene	1	0	6	3
Special emphasis will be given to the oxyacetylene flame cutting (burning) various cutting equipment and cutting techniques will be practiced. Additionally, the student will also be taught braze welding on ferrous and non-ferrous metals.				
Prerequisite: None				
Corequisite: WLD 1102				

COURSE TITLE	Hours Per Week			Quarter Hours Credit
	Class	Lab	Shop	
WLD 1108—Welding Problems II, ARC Welding	1	0	6	3
Emphasis will be given to the different types of metal that will be joined by the arc welding process.				
Prerequisite: None				
Corequisite: WLD 1103				
WLD 1109—Welding Problems III, Inert	0	0	3	1
Special emphasis will be given to multi-pass welding utilizing inert-gas shielding welding processes.				
Prerequisite: None				
Corequisite: WLD 1104				
WLD 1110—Welding Problems V, Certification	1	0	3	2
To further students ability in procedural qualification and to pass a certification test other than plate (pipe) in accordance with the American Society of Mechanical Engineers.				
Prerequisite: None				
Corequisite: WLD 1106				
WLD 1112—Mechanical Testing and Inspection	1	0	3	2
The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.				
Prerequisite: None				
WLD 1122—Commercial and Industrial Practice	3	0	9	6
Designed to build skills through practices in simulated industrial processes and techniques; sketching and layout on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.				
Prerequisites: WLD 1102, WLD 1103				
WLD 1124—Pipe Welding	3	0	12	7
A course designed to provide practice in the welding of pipe in the horizontal (rotated 1 G) (fixed rigid 2 G) vertical (fixed 90 5G) and (fixed 45 6G) positions, using shielded metal arc welding. This is set forth by section XIII and IX of the American Society of Mechanical Engineers (ASME) code.				
Prerequisites: WLD 1101, 1102, 1103				
WLD 1180—Basic Welding	2	0	3	3
A short course in welding, both oxyacetylene and electric, designed as a helping course for Air Conditioning and Refrigeration, Sheet Metal and Machine Shop. This course covers a minimum of technical facts and is designed to teach the student to weld in the flat position only with electric arc and oxyacetylene.				
Prerequisite: None				

BOARD OF TRUSTEES

Mr. C. Louis Shields, Chairman	Jacksonville, NC
Mr. K. B. Hurst, Vice Chairman	Jacksonville, NC
Mr. Dennis Combs	Jacksonville, NC
Mr. M. J. Herring	Maysville, NC
Mr. Ronald McElheney	Jacksonville, NC
Mr. James Morgan	Richlands, NC
Mr. Lloyd Respass	Jacksonville, NC
Mrs. Marguerite Rich	Jacksonville, NC
Judge James R. Strickland	Jacksonville, NC
Mr. Leon Ward Sylvester, Jr.	Richlands, NC
Mr. Norman E. Taylor	Hubert, NC
Mrs. Geraldine White	Jacksonville, NC
Mr. Leon Larson, Student Representative	Jacksonville, NC
Mr. Alex Warlick, Board Attorney	Jacksonville, NC

ADMINISTRATIVE STAFF

Dr. Ronald K. Lingle	President
B.S.—University of Southern Mississippi	
M.S.—University of Southern Mississippi	
Ph.D.—University of Southern Mississippi	
Cheryl Gray	Administrative Assistant to the President
A.A.S.—Coastal Carolina Community College	
John G. Gay	Vice President—Student Services
B.S.—North Carolina State University	
M.Ed.—University of Florida	
David L. Heatherly	Dean of College Transfer Education
B.S.—Tennessee Technological University	
M.A.—University of North Carolina-Greensboro	
Sharon McGinnis	Dean of Continuing Education
B.S.—Radford University	
M.Ed.—George Mason University	
Jeffery R. Olson	Dean of Occupational Education
A.A.S.—Milwaukee Area Technical College	
B.B.A.—University of Wisconsin—Milwaukee	
M.S.—University of Wisconsin—Madison	
Ph.D.—University of Texas at Austin	
James W. Owens	Vice President, Business Services
B.S.—East Carolina University	
M.A.—East Carolina University	
Colette B. Teachey	Interim Director of Public Information/ Interim Executive Director, College Foundation Inc.
B.A.—University of North Carolina—Chapel Hill	
Walter H. Timm, Jr.	Executive Vice President, Vice President of Instruction
B.S.—North Carolina State University	
M.Ed.—North Carolina State University	
Ed.D.—North Carolina State University	
Robert A. Willis	Director of Planning & Research/Evening Programs
Th.B.—Baptist Bible College of Pennsylvania	
M.Ed.—North Carolina State University	

OFFICE OF INSTRUCTION Administration

- Walter H. Timm, Jr. Executive Vice President,
Vice President of Instruction
- B.S.—North Carolina State University
M.Ed.—North Carolina State University
Ed.D.—North Carolina State University
- Angela Downey Executive Secretary, Executive Vice President
Vice President of Instruction
- A.A.S.—Coastal Carolina Community College
Advanced Associate Certificate—NCAEOP
- David L Heatherly Dean of College Transfer Education
- B.S.—Tennessee Technological University
M.A.—University of North Carolina—Greensboro
- Christine Relay Executive Secretary,
Dean of College Transfer Education
- A.A.S.—Coastal Carolina Community College
- Jeffery R. Olson Dean of Occupational Education
- A.A.S.—Milwaukee Area Technical College
B.B.A.—University of Wisconsin—Milwaukee
M.S.—University of Wisconsin—Madison
Ph.D.—University of Texas at Austin
- Edna Murphy Executive Secretary, Dean of Occupational Education
- A.A.S.—Coastal Carolina Community College
Advanced Associate Certificate—NCAEOP
Professional Associate Certificate—NCAEOP
- Rhonda Baysdon Rinaldi Director, Industrial Training Center
- B.S.—University of North Carolina—Greensboro
M.A.—Pepperdine University
- Robert A. Willis Director of Planning & Research/Evening Programs
- Th.B.—Baptist Bible College of Pennsylvania
M.Ed.—North Carolina State University
- Kim Singleton Executive Secretary, Director of Evening Programs
- A.A.S.—Coastal Carolina Community College
Professional Associate Certificate—NCAEOP
- Barbara Yost Research & Planning Technical Coordinator
- A.A.S.—Coastal Carolina Community College

Camp Lejeune Office

- Steve D. Davis Director of Programs at Camp Lejeune
- B.S.—East Carolina University
M.S.Ed.—North Carolina A & T State University
- Reinel Earl Ifland Assistant Director of Programs at Camp Lejeune
- B.A.—University of North Carolina—Wilmington
- Barbara North Accounting Clerk, CLNC
- Cathy Hicks Executive Secretary, CLNC
- A.A.S.—Pike's Peak Community College
- Robert B. Wilson Curriculum Counselor, MCAS
- B.S.—University of Virginia

Continuing Education

- Sharon McGinnisDean of Continuing Education
 B.S.—Radford University
 M.Ed.—George Mason University
- Judy GrahamExecutive Secretary, Dean of Continuing Education
 A.A.S.—Coastal Carolina Community College
 Professional Associate Certificate—NCAEOP
- Maryann BrownOccupational Extension Coordinator
 B.S.—Clarion State University
 M.A.E.—East Carolina University
- James CoyneLiterary Recruiter
 M.A.E.—East Carolina University
- Retha EdwardsReceptionist/Typist, Small Business
 Standard Certificate—NCAEOP
- Mary FelkerGED Chief Examiner
 B.S.—East Carolina University
 M.A.—East Carolina University
 Ed.D.—North Carolina State University
- Gladys Ann JonesLiteracy Aide/Clerk
- Sandi KnottReceptionist/Typist, Continuing Education
 A.A.S.—Coastal Carolina Community College
 Professional Associate Certificate—NCAEOP
- Paula LanvermeierRetention/Assessment Specialist
 B.S.—East Carolina University
- Henry Rhodes, Jr.Coordinator, General Adult Education
 A.A.S.—Coastal Carolina Community College
 B.S.—Elizabeth City State University
- Anne RobertsonDirector, Small Business Center
 B.S.—East Carolina University

JTPA

- Shelby AmanJTPA Intake Specialist/Secretary
- Daisy ClayburnCounselor, JTPA
 B.S.—Southern Illinois University
 M.A.—Central Michigan University
- Laura PayneJTPA Counselor
 B.S.—East Carolina University
 M.S.—East Carolina University

Learning Resources Center

- Ann B. WebbLibrarian
 A.B.—University of Georgia
 M.S.—Florida State University
- Barbara DiasExecutive Secretary, LRC
 A.A.S.—Montgomery Technical College
- Marilyn GreshamLibrary Technical Assistant
 A.A.—Coastal Carolina Community College
- Richard MartinMedia Coordinator/Librarian
 B.S.—East Carolina University
 M.L.S.—East Carolina University
- Sybil D. MooreLibrary Technical Assistant
- James H. Phillips, IIIMedia Specialist
 A.A.—Technical Institute of Alamance
 B.S.—Atlantic Christian College
- Teresa M. SmithReceptionist/Typist, Learning Resource Center
 A.A.S.—Coastal Carolina Community College

- Nick CobunDepartment Head/Instructor, Criminal Justice
Instructor, Paralegal Technology
B.S.—East Tennessee State University
M.A.—Appalachian State University
Ed.D.—Nova University
- Bill ColeDepartment Head/Instructor, Automotive Mechanics
Certified—NIASE
Diploma—Coastal Carolina Community College
- James H. ColeDepartment Head/Instructor, Electrical Installation
- Linda CollinsInstructor, Associate Degree Nursing
B.S.N.—East Carolina University
M.A.Ed.—North Carolina State University
M.S.N.—East Carolina University
- Esther A. CoombesInstructor, English
A.A.—Massasoit Community College
B.A.—Johnson State College
M.A.—Simmons College
- Betty D. CorbinInstructor, Office Technology
A.A.—Louisburg College
B.S.—Atlantic Christian College
M.A.Ed.—East Carolina University
- C. Ronald CoxInstructor, Physical Education
B.S.—Wheaton College
M.A.—Appalachian State University
- Carol CrockettInstructor, Associate Degree Nursing
B.S.N.—Old Dominion University
M.A.—Central Michigan University
- Lorraine B. DaughertyInstructor, Office Technology
B.S.—University of Louisville
M.S.—State University of New York at Albany
- R. Michael DaughertyInstructor, Music
B.A.—Denison University
M.M.—Ohio State University
D.M.A.—Ohio State University
- Troy T. DavisInstructor, Art
B.F.A.—Atlanta College of Art
M.F.A.—University of North Carolina—Greensboro
- Karen A. DillonInstructor, Mathematics
B.S.—Indiana State University
M.Ed.—Indiana State University
- Linda M. DouglasDivision Chair, Humanities and Social Science
Instructor, Psychology
B.A.—Mary Washington College
M.A.—Columbia University
- Diana E. DuBoseDepartment Head/Instructor, Surgical Technology
Diploma—Jackson Memorial School of Nursing
- Joseph F. DunnehooInstructor, Land Surveying
A.A.S.—Fayetteville Technical Institute
B.S.—University of North Carolina—Charlotte
Registered Professional Land Surveyor
- Carolyn C. EzzellInstructor, Developmental Studies
B.S.—Guilford College
M.A.Ed.—East Carolina University
- Owen W. FairInstructor, Mathematics
B.S.—Oakland City College
M.A.T.—Indiana University
- Adam FischerInstructor, English
B.A.—Antioch College
M.A.—University of Colorado
Ph.D.—University of Massachusetts

- Violeta P.C. FischerInstructor, Foreign Language
 B.A.—Vedado Institute
 M.A.—University of North Carolina—Chapel Hill
 L.L.D.—University of Havana
- Patricia L. FountainInstructor, English
 B.S.—East Carolina University
 M.A.—East Carolina University
- Ronald R. GartenDepartment Head/Instructor, Electronic Servicing
 A.A.S.—Beckley College
 Certificate—Raleigh Vocational Technical Center
- Gilbert S. GrantInstructor, Biology
 B.S.—North Carolina State University
 Ph.D.—University of California at Los Angeles
- Paula M. Gribble, R.N.Division Chair, Nursing and Allied Health,
 Department Head/Instructor, Associate Degree Nursing
 and Practical Nurse Education
 Diploma—Uniontown Hospital, School of Nursing
 B.S.N.—Pennsylvania State University
 M.S.—East Carolina University
- Kitty G. HavenInstructor, Office Technology
 B.S.—James Madison University
 M.Ed.—University of Hawaii
- E. Paul HayesDepartment Head/Instructor, Marketing & Retailing
 B.S.—Georgia Tech
 M.B.A.—Florida State University
- Robert L. HewittDepartment Head/Instructor, Air Conditioning,
 Heating and Refrigeration
 Diploma—U.S. Army, Engineer Reactor Group
 Certificate—The Hydronic Institute
 Certified RSES Heat Pump Instructor
- Janice K. HoltsfordDepartment Head/Instructor, Office Technology
 B.A.—Campbell University
 M.A.Ed.—East Carolina University
- Yvonne C. Hughes-LeonardInstructor, Business Computer Programming
 B.S.—State University College at Buffalo
- Martha JennetteInstructor, English
 A.A.—Saint Mary's College
 B.A.—North Carolina State University
 M.A.—North Carolina State University
- Raymond JohnstonDepartment Head/Instructor
 Business Computer Programming
 B.A.—Warren Wilson College
 M.A.Ed.—East Carolina University
 M.S.—University of Oregon
- Joseph F. JonesInstructor, Business Computer Programming
 B.S.—Mt. St. Mary's College
 M.B.A.—George Washington University
- Kenneth JonesInstructor, Criminal Justice
 B.S.—N.C. Wesleyan College
 M.A.—Central Michigan University
- Kenneth KimmerleInstructor, Chemistry
 B.S.—Indiana State University
 M.A.—Indiana State University
- Carol KrickInstructor, Compensatory Education
- Dewey H. LewisDivision Chair, Mathematics and Science
 Instructor, Biology
 B.A.—Wake Forest University
 M.S.—University of North Carolina—Wilmington

- Janet A. Light Instructor, Spanish
 B.S.—Bowling Green State University
 M.A.—Bowling Green State University
- W. Franklin Long Instructor, History/Geography
 A.B.—East Carolina University
 M.A.Ed.—East Carolina University
- DeeDee McClain Instructor, Dental Hygiene
 A.A.S.—Coastal Carolina Community College
 B.S.—University of North Carolina—Chapel Hill
- Carol McIntyre Instructor, Physical Education
 B.S.—East Carolina University
 M.A.Ed.—East Carolina University
- Fran J. Maloka Instructor, French
 B.A.—Atlantic Christian College
 M.A.—George Peabody College for Teachers of Vanderbilt University
- William K. Meigs Department Head/Instructor, Accounting
 A.S.—Robert Morris Junior College
 B.S.—Western Carolina University
 M.S.—Western Carolina University
- Spencer Mehl Instructor, Business Administration
 B.S.B.A.—East Carolina University
 M.B.A.—East Carolina University
- Elizabeth K. Misko Instructor, Associate Degree Nursing
 Diploma—St. Joseph Medical Center School of Nursing
 B.S.N.E.—Catholic University of America
 M.S.Ed.—University of Akron
 M.S.N.—University of Akron
- Victor L. Moffett Instructor, English
 B.A.—Rutgers University
 M.A.—Rutgers University
- Margaret Moore Instructor, Business Computer Programming
 B.A.—Fairmont State College
 M.A.—Marshall University
- Katherine C. Morgan Instructor, Mathematics
 A.A.—St. Mary's Junior College
 B.S.—University of North Carolina—Chapel Hill
 M.S.—University of North Carolina—Chapel Hill
- Susan R. Morton Instructor, Medical Laboratory Technology
 MT (ASCP), CLS (NCA)
 B.A.—University of North Carolina—Greensboro
 M.T.—Forsyth Memorial Hospital
 M.A.—University of North Carolina—Greensboro
- Robert P. Muir Department Head/Instructor, Business Administration
 B.S.—Jacksonville (Fla) University
 M.A.—Appalachian State University
- David B. Oakley Instructor, Business Computer Programming
 A.A.S.—Durham Technical Institute
 B.B.A.—Campbell University
 M.B.A.—Campbell University
- W. Melvin Oettinger Instructor, Political Science
 B.A.—University of North Carolina—Chapel Hill
 M.A.—Appalachian State University
- Elmer Padgett Department Head/Instructor, Fire Protection Technology
- Robert H. Piatt Department Head and Instructor, Machinist
- Charles Powell Instructor, Related Mathematics and Science
 B.A.—East Carolina University
 M.A.Ed.—East Carolina University

- Robert C. Powell, Jr. Instructor, English
 B.S.—North Carolina State University
 B.A.—University of North Carolina
 M.A.—University of North Carolina
- Walter Purvis Instructor, Business Administration
 B.S.—East Carolina University
 M.A.—East Carolina University
- Sarah M. Rebscher Department Head/Instructor,
 Nurse Assistant Education
 Diploma—Grace-New Haven School of Nursing (RN)
- Libbie H. Reeves Instructor, Mathematics
 B.S.—Pembroke State University
 M.S.—Radford College
- Kelly Richardson Instructor, Mathematics
 A.B.—University of North Carolina
 M.A.—East Carolina University
- Adrienne Rogers Department Head/Instructor, Architectural Technology
 Certificate—Coastal Carolina Community College
- Cynthia Rose Instructor, Dental Assistant
 A.A.—Craven Community College
 Diploma—Wayne Community College
 B.S.—University of North Carolina—Chapel Hill
- Thomas M. Royal Department Head/Instructor, Electronics Engineering
 B.S.E.E.—North Carolina State University
- Karen Sandoval Instructor, Architectural Technology
 A.A.—Temple University
- Michael Schachter Instructor, Mathematics
 B.S.—Polytechnic Institute of Brooklyn
 M.A.—School of Education, City College of NY
- Melvin Shepard Department Head/Instructor, Auto Body Repair
 Diploma—Coastal Carolina Community College
- Mark A. Shields Instructor, Biology
 B.S.—The Ohio State University
 M.S.—University of North Carolina—Wilmington
- David Smith Instructor, Electronics Engineering Technology
 B.S.—North Carolina State University
 M.S.—North Carolina State University
- Edward H. Smith, Jr. Instructor, History
 A.B.—Greensboro College
 M.A.—University of North Carolina—Greensboro
- Fred Smith, Jr. Instructor, Physics
 B.A.—Duquesne University
 Ph.D.—West Virginia University
- Ray Springfield Instructor, Mathematics
 B.S.—Mansfield State College
 M.S.—U.S. Naval Post Graduate School
- Michelle L. Stalter Instructor, Developmental Mathematics
 B.S.—Bethany College
- Leon Stimmel III Instructor, Automotive Mechanics
 Diploma—Coastal Carolina Community College
 Certified—NIASE
- Raymond Sturza Department Head/Instructor, Welding
 AA Equivalent
 Journeyman Ironworker

- Dwight E. Sutton Department Head/Instructor, Diesel Mechanics
Diploma—Wayne Community College
- Robert E. Switzer Division Chair, Technical and Public Services
Department Head/Instructor, Paralegal Technology
Instructor, Criminal Justice
- B.A.—Bethany College
J.D.—University of Buffalo
Diploma—National Judicial College, University of Nevada, Reno
- Ruby Tireman Instructor, Compensatory Education
- Judith P. Ward Instructor, Political Science/History
B.S.—Towson State University
M.A.—East Carolina University
- Christine Weaver Department Head/Instructor,
Medical Laboratory Technology
- MT (ASCP), CLS (NCA)
B.S.—North Carolina State University
M.T.—Rex Hospital School of Medical Technology
M.S.—East Carolina University
- Nancy C. White Instructor, Psychology
B.A.—East Carolina University
M.A.—East Carolina University
- Alexis S. Williams Instructor, Mathematics
B.A.—Columbia College
M.A.T.—The Citadel
- Bobby Williams Department Head/Instructor, Land Surveying
Licensed Surveyor
A.A.—Coastal Carolina Community College
- Donald R. Williams Instructor, Drama
B.A.—North Carolina Wesleyan College
M.F.A.—Ohio University
- Dennis T. Wimbish Instructor, English
A.A.—Valencia Community College
B.A.—Florida Technology University
M.A.—Florida State University
- Donald G. Wolfe Instructor, Sociology
B.A.—Appalachian State University
M.A.—Appalachian State University
- Peter Yadlowsky Instructor, Mathematics
B.S.—United States Naval Academy
M.S.—George Washington University
M.S.—University of Rochester

Faculty Secretaries

- Claudia Batchelor Receptionist/Typist, Trades Building
- Betty Baysden Receptionist/Typist, Focused Industrial Training
and Skills Center
- Advanced Associate I Certificate—NCAEOP
- Barbara Cavanaugh Receptionist/Typist, Business Technology
Associate Certificate—NCAEOP
- Kim Erny Receptionist/Typist, Dental Division
A.A.S.—Coastal Carolina Community College
Advanced Associate Certificate—NCAEOP
- Jeanne LaBour Receptionist/Typist, College Transfer
- Leona Mueller Receptionist/Typist, College Transfer
- Joan Truman Receptionist/Typist, Nursing and Allied Health
A.A.S.—Coastal Carolina Community College
Advanced Associate Certificate—NCAEOP

OFFICE OF STUDENT SERVICES

John G. Gay	Vice President—Student Services
B.S.—North Carolina State University	
M.Ed.—University of Florida	
Carolina Andre	Counselor
B.A.—Tusculum College	
M.A.—East Carolina University	
Clova O. Blake	Evening Counselor
B.A.—North Carolina Central University	
M.A.—North Carolina Central University	
David G. Brulet	Veterans Assistance
B.A.—University of North Carolina—Wilmington	
Patsy Crawford	Receptionist/Typist, Student Services
John Deputy	Evening Counselor
B.A.—Campbell University	
M.Ed.—East Carolina University	
Sue Flaharty	Receptionist/Typist, Registrars Office
A.A.—Coastal Carolina Community College	
Barbara Ann Flint	Receptionist/Typist, Veteran's Assistance
Anderson G. Floyd	Registrar
B.A.—Wake Forest University	
M.Ed.—North Carolina State University	
Evelyn M. Goba	Counselor
B.S.—Pfeiffer College	
M.A.—East Carolina University	
Linda Hurst	Executive Secretary, Vice President of Student Services
Michael L. Jones	Counselor
B.A.—University of North Carolina—Wilmington	
M.A.—Appalachian State University	
Virginia Kinsman	Receptionist/Typist, Registrars Office
A.A.S.—Coastal Carolina Community College	
Annette Koronowski	Data Input Processor
A.A.S.—Coastal Carolina Community College	
Charles Lancaster	Counselor/Recruiter
A.A.—Mount Olive Junior College	
B.A.—University of North Carolina—Wilmington	
M.Ed.—North Carolina State University	
I.L. Leary	Counselor
B.A.—Atlantic Christian College	
M.A.—East Carolina University	
Sherry Mabry	Receptionist/Typist, Registrars Office
Andrew P. Miller	Financial Aid Officer
A.A.S.—Coastal Carolina Community College	
A.A.—Coastal Carolina Community College	
Marsha S. Pierson	Counselor
B.A.—St. Andrews Presbyterian College	
M.A.—East Carolina University	
Paul D. Rudd	Counselor
B.A.—Elon College	
M.Ed.—University of North Carolina—Greensboro	
Ed.S.—The College of William and Mary	
Jerry W. Snead	Counselor
B.S.—Longwood College	
M.Ed.—James Madison University	
Donna E. Strickland	Assistant Registrar
Business Diploma—Hardbarger Business College	
A.A.S.—Coastal Carolina Community College	

OFFICE OF BUSINESS SERVICES

James W. Owens	Vice President—Business Services
B.S.—East Carolina University	
M.A.—East Carolina University	
Mary Brown	Evening Switchboard Operator
John Connolly	System Administrator
A.A.S.—Coastal Carolina Community College	
Elizabeth Downey	Staff, Cafeteria
Terri Garrett	Cashier, Cafeteria
Karron Hubbard	Assistant Bookstore Manager
Susan Gravel	Staff, Cafeteria
Anita Harris	Staff, Cafeteria
Joseph Harward	Shipping/Receiving/Mail Clerk
Nora Hebert	Cook, Cafeteria
Arkie O. Hines	Print Shop Manager
Judy Hobin	Head Cashier/Accounting Technician
A.A.S.—Coastal Carolina Community College	
Naomi Hotsenpiller	Senior Bookkeeper, Personnel Services
Jeanette Jones	Controller
Clair King	Switchboard Operator
Mardell Lord	Cashier, Cafeteria
Sharon Lundy	Purchasing Officer
A.A.S.—Coastal Carolina Community College	
Jan Morton	Cashier, Business Office
Frederick Nelson	Assistant Manager, Cafeteria
Angela Ponsock	Cashier/Accounts Receivable Clerk, Business Office
Ava Rosso	Executive Secretary, Business Manager
A.A.S.—Suffolk County Community College	
Advanced Associate Certificate—NCAEOP	
Pat Russ	Bookkeeper
Yayoi I. Jarman	Assistant System Administrator
A.A.S.—Coastal Carolina Community College	
John Sharp	Manager, Cafeteria
Estrella Thompson	Staff, Cafeteria
Geralda Tipton	Staff, Cafeteria
Mary Wilkins	Bookstore Manager

Custodians, Maintenance and Security

Edward Trudell	Superintendent of Buildings & Grounds
Jack Alston	Custodian
James Burgess	Custodian
Paul Cox	Custodian
Ronnie Fonville	Custodian
Wayman Hyman	Custodian
Frank Marshall	Custodian
Clayton Morton	Maintenance Man
Robert Owens	Custodian
Sam Pickett	Custodian
Preston Pollock	Custodian
Frank Slade	Custodian
Donald Taylor	Custodian
Robert Yow	Custodian
Ray Wright	Chief of Security
Villiam Dixon	Security Guard
Quinzelle Hayes	Security Guard
Frank Owens	Security Guard

Public Information

Colette B. TeacheyInterim Director of Public Information/
Interim Executive Director, College Foundation Inc.
B.A.—University of North Carolina—Chapel Hill
Joy WetheringtonExecutive Secretary, Director of Public Information

INDEX

A

Academic Probation	34
Academic Regulations	25
Academic Standards for Developmental Studies	35
Academic Suspension	35
Accounting	67, 181
Accreditation	9
Act One Club	49
Add-Drop & Withdrawal Procedure	27
Administrative Office Technology	69, 181
Administrative Staff	271
Admissions Policy	13
Admissions Procedure	17
Admissions Requirements	13
AIDS Policy	11
Air Conditioning	123, 163
Architectural Technology	71, 167
Art	170
Assembly Area for Authorized Demonstrations	11
Associate in Arts Degree	58
Associate in Fine Arts Degree	60
Associate in Science Degree	59
Associate Degree Nursing	74, 245
Attendance Regulations	31
Auditing Courses	26
Auto Body Repair	126, 174
Automotive Technology	78, 172

B

Basic Law Enforcement Training	81, 257
Biology	179
Board of Trustees	271
Business Administration	82, 181
Business Computer Programming	86, 176
Business Course Description	181
Business Services Staff	281

C

Calendar	6
Cafeteria and Game Room	11
Camp Lejeune Classes	160
Camp Lejeune Staff	272
Catalog of Record	40
Change of Name, Address or Curriculum	26
Cheating	38
Chemistry	190
Children on Campus	39
Class Repeat Rules	30
College Foundation, Inc.	53
College Level Examination Program	28

College Transfer Program	57
Computer Skills Laboratory	10
Continuing Education	157
Continuing Education Staff	273
Correspondence Work	28
Cosmetology	128, 199
Counseling Services	42
Course Load	26
Course Numbering	161
Course Substitutions	161
Credit by Exam	29
Criminal Justice	89, 195
Curriculum Change	41

D

Dean's List	33
Dental Assistant	130, 204
Dental Hygiene	93, 202
Developmental Studies Program	66
Diesel Vehicle Maintenance	132, 210
Disciplinary Procedures	39
Disruptive Conduct	37
Drafting	207
Drama	209
Drop — Drop & Withdrawal Procedure	27

E

Economics	212
Education	213
Electrical Installation	135, 214
Electronic Engineering Technology	95, 214
Electronic Servicing	137, 217
Employment Opportunities	19, 48
English	219
Equal Educational & Employment Opportunity	19
Evening Division	154

F

Faculty Advising	42
Faculty Secretaries	279
Financial Assistance	43
Fire Protection Technology	99, 223
French	225
French Club	49

G

General Behavior	38
General Office Technology	102, 181
General Studies Center	10
Geography	226
Grade Point Average Policy	36
Grading System	32
Graduation	40

H

Health	227
High School Equivalency Program	158
High School Students	18
History	228
History of the College	8
Housing	42

I

Inclement Weather Policy	12
Independent Study	29
Industrial Mechanics	140, 238
Intramural Sports	52
Inter-Disciplinary Studies	229
Instructional Faculty	274

J

JTPA Staff	273
Journalism	230

L

Learning Resources Center	9
Learning Resources Staff	273

M

Machinist	142, 238
Marketing and Retailing	104, 181
Mathematics	233
Medical Laboratory Technology	108, 241
Medical Office Technology	111, 181
Music	243

N

Nursing Assistant	145, 248
Nurse Education	245
Nursing Transition	17, 245

O

Orientation	42
-------------------	----

P

Parking	41
Paralegal Club	49
Paralegal Technology	113, 231
Phi Beta Lambda	50
Phi Theta Kappa	50
Philosophy	253
Physical Education	250

Physical Education Requirements	58
Physical Facilities	9
Physical Science	263
Physics	254
Placement Services	42
Political Science	256
Practical Nurse Education	146, 246
President's List	33
Privacy of Educational Records	36
Programs of Study	55
Psychology	258
Public Information Staff	282

Q

Quality Point Average	34
Quarter Hours	26

R

Reading	259
Readmission	35
Recertification of GI Bill Students	33
Recreation	261
Registration	25
Registration of Vehicles	40
Religion	262
Residence Status	21
Right of Appeal:	36
Grades	36
Disciplinary Action	40

S

Scholarships and Loans	43
Secretarial — Legal	118, 181
Servicemembers Opportunity Colleges	32
Sigma Delta Mu	50
Social Security Benefits	49
Sociology	264
Spanish	265
Spanish Club	51
Speech	266
Statement of Catalog Policy	12
Standards of Progress	33
Hold Office in Student Organizations	49
Student Classification	33
Student Emporium	10
Student Government Association	51
Student Health	42
Student Identification	39
Student Organizations	49
Student Responsibility	25
Student Services	42
Student Services Staff	280
Surgical Technology	149, 267
Surveying Technology	120, 192

T

Transcripts	40
Transfer of Credits	27
Transfer Responsibility	20
Tuition and Fees	24
Tuition Refund Policy	25
Twelve-Hour Regulation	20
Two-Year Rule	31

V

Veterans Administration Benefits	48
Visitors	11
Vocational Rehabilitation Assistance	48

W

Welding	152, 269
Withdrawals	27
Work Experience	28

The only valid philosophy for North Carolina is the philosophy of total education: a belief in the incomparable worth of all human beings, whose claims upon the State are equal before the law and equal before the bar of public opinion, whose talents (however great or however limited or however different from the traditional) the State needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's System of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school but have a mind to do it, then we will offer them a high school education at a time and in a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the market places of our State, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go on to the University or to the senior college, and on into life in numbers unheard of in North Carolina. If their needs are for cultural advancement, intellectual growth, or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our times and help them on to maturity.

DR. DALLAS HERRING, Former Chairman
N.C. State Board of Education



SEPTEMBER 1990

8,000 COPIES OF THIS PUBLIC DOCUMENT WERE PRINTED AT A
COST OF \$12,028.00 OR \$1.50 PER COPY.

**COASTAL CAROLINA
COMMUNITY COLLEGE**

444 WESTERN BLVD.
JACKSONVILLE, N.C. 28546
919/455-1221

